

ScanSoft PDF Converter Professional 3

Online Help

Introduction

ScanSoft® PDF Converter Professional 3 offers the full circle of functionality for handling Portable Document Format (PDF) files. It can open PDF files from versions 1.0 to 1.6 for viewing, editing, annotation and re-assembly. It can create PDF files from versions 1.3 to 1.5. This professional product has three parts (creating, editing and converting) that are installed and activated with a single procedure.



Create PDF Files

ScanSoft PDF Create! 3 lets you convert a wide range of file types to Portable Document Format (PDF) files. When working in Microsoft® Word™, Excel™ or PowerPoint® you can call on the program to create a PDF file directly from your current document. When converting from Microsoft Word, hyperlinks and comments can be transferred and you can set bookmarks to be generated from the structure of the Word document. Files can be protected by passwords and can include watermarks. Compression and font settings give you control over PDF file size and appearance.



Edit PDF Files

ScanSoft PDF Converter Professional gives you extensive control over your PDF files: through an easy-to-use browsing and reading interface. You can edit pages and documents, annotate and review them, adjust document security, sign your documents and more. PDF documents can be compiled from different sources and pages can be rearranged. The program delivers a powerful document management system: use it to create archives from related documents to index and search them later.



Export PDF Files

ScanSoft PDF Converter 3 lets you unlock PDF files to edit them as Microsoft® Word, Microsoft Excel, Corel® WordPerfect®, and generic RTF files. It also lets you open PDF files directly from these applications, edit them and save them in the appropriate file type. The program offers three types of conversions, resulting in documents, forms or spreadsheets.

System Requirements

The following are the minimum system requirements to install and run the ScanSoft® PDF Converter Professional 3.0:

- A computer with at least an Intel® Pentium® or comparable
- Microsoft Windows® 98 (from second edition), Windows Me, Windows 2000 (SP4), or Windows XP (SP1, SP2)
- Microsoft Internet Explorer 5.1 or above
- Applications associated to the file types to be converted to or from PDF (for example Microsoft Word 97, 2000, XP or 2003 for .doc files, Corel WordPerfect 9 to 12 for wpd files, Microsoft Excel for xls files)
- 128 MB of memory (RAM), 256 MB recommended
- 140 MB of free hard disk space for application files plus 5 MB working space during installation
- 5 MB for Microsoft Installer (MSI) if not present. (This is present as part of the operating system in Windows Me, Windows 2000 and Windows XP)
- SVGA monitor with 256 colors, but preferably 16-bit color (called High Color in Windows 2000 and Medium Color in XP) and 800 x 600 pixel resolution
- Windows-compatible pointing device
- CD-ROM drive for installation
- Internet connection for activation, de-activation and automatic program updates.

To create a PDF file, you must have a print-enabled application on your system that can handle the source file and that is associated with it.

Conversions (unlocking PDF files) can be performed whether or not the target applications are installed on your system. However, to use the results, you need the applications associated to the target file types you want to use (for example Microsoft Word 97, Microsoft Word 2000, Microsoft Word XP or Microsoft Word 2003 (SP1) for .doc files, the same versions of Microsoft Excel for .xls files and Corel WordPerfect 9 through 12 for .wpd files).

Note: Performance and speed will be enhanced if your computer's processor, memory, and available disk space exceed minimum requirements. This is especially true when converting very large color PDF files.

Installation and Activation

Please remove any previous version of PDF Converter or Create! before the installation. Please remove any version of the Zeon™ DocuCom™ PDF printer driver utility before the installation.

1. Insert the CD-ROM in your CD-ROM drive

The installation program will start automatically. If it does not, locate your CD-ROM drive in Windows Explorer and double-click the converter's setup.exe file. Choose a language for the installation. The InstallShield® Wizard will appear.

If you have downloaded the converter from the ScanSoft web site just double-click its setup.exe file.

2. Follow the on-screen instructions

You must accept the license agreement in order to proceed.

You must enter a serial number. You will find this on the CD sleeve or on the ScanSoft web site at the download location. Be sure to keep the serial number in a safe place; it is fully checked only during product activation and is also needed for any re-installations.

The installer offers a default location for the program. Accept it or define a different one.

In the program folder's sub-folders you will find the Readme file in HTML format and the Quick Reference Guide in PDF format.

3. Click Finish

4. Register

Registration runs at the end of installation. Select **Register Online** to establish a connection to the ScanSoft web site. We provide an easy electronic form that can be completed in a few minutes. When the form is filled, click **Submit**.

If you decide not to register or to be reminded later, you can go to www.scansoft.com to register online any time later. Click on **Support** and from the main support screen choose **Register** in the left-hand column.

For a statement on the use of your registration data, please see ScanSoft's Privacy Policy.

5. Activate

You will be invited to activate the product at the end of installation. Please ensure that web access is available. Provided your serial number is found at its storage location and has been correctly entered, no user interaction is required and no personal information is transmitted.

If you do not activate the product at installation time, you will be invited to do this each time you invoke the program. PDF Converter can be launched only five times without activation.

Note: We recommend Automatic Activation. If you choose Manual Activation, you have to activate both PDF Converter and PDF Converter Professional separately.

Note: Any earlier version of PDF Converter or PDF Create! or of a Docucom PDF printer driver should be removed before installing version 3. Keep the serial number of the earlier version, to retain the option of installing it on a different computer.

Note: The user performing installation or un-installation should have Administrator rights on the computer. Administrator rights are recommended for activation and de-activation.

Note: You will be allowed to re-install the program a reasonable number of times without having re-activation problems, because un-installation includes a de-activation step. The serial number is needed for re-installation and web access is needed for de-activation and re-activation.

Note: The program can be installed on a server and pushed to local computers in a Local Area Network (LAN). Please contact ScanSoft for license information and separate documentation.

Key Features

[PDF Creation](#): You can create PDF documents in the Windows environment from almost all application source files, with speed and quality.

[Document Assembly](#): You can combine Microsoft Word, Excel, PowerPoint, or other source files into one PDF document; or drag-and-drop pages from different sources to assemble a new document. You may then freely re-arrange pages; create bookmarks and/or hyperlinks; create table of contents; re-number pages; use the commands Rotate, Crop, Copy, Paste, Delete, Replace, and finally secure and publish the documents.

[Edit Bookmarks and Hyperlinks](#): Tools are available for creating bookmark trees to logically represent a document; or drag the bookmark tree across files to create a document archive.

[Add Revisions and Annotations](#): The program offers a wide variety of revision tools available on the Annotation Palette.

[Secure Documents](#): Documents can be secured using passwords.

[Custom Fields](#): You can define custom fields which are useful for post-processing or creating indexes.

[Create PDF Forms](#): You can create electronic forms by designing the form (with static text and graphics) in any authoring application, such as Microsoft Word. Then drag the Word document into PDF Converter Professional, so that it is converted to PDF, then add dynamic fields using the form tools.

[Search Documents](#): You can create indexes across gigabytes of PDF documents. This Unicode based index engine allows searching of both the file contents and pre-defined custom document properties fields.

[Edit Page Contents](#): You can insert and manipulate clipart. You can edit text on document pages using the **Text Touchup** tool.

[Sign Documents](#): PDF Converter Professional uses industrial standard Public-Private Keys to digitally sign documents.

[Sending Documents or Pages](#): You can send selected pages, or a whole document to mail recipients.

[Undo – Redo](#): Unlimited levels of **Redo** and **Undo** help you to correct mistakes when editing the PDF document.

[Enjoy Intuitive Browsing](#): Use the **Hand** tool with the **Dynamic Zoom** and **Loupe** to reveal every detail of the page contents.

Starting PDF Converter Professional

There are several ways to start the program:

- **From the Start menu**, select (All) Programs / ScanSoft PDF Professional 3.0 / **PDF Converter Professional 3.0**, then click the **Open** button or select **Open** from the File menu and select a PDF file. If you select more than one PDF file, they will be opened in separate windows. If you select Microsoft Office files (*.doc, *.rtf, *.xls, *.ppt), they will be converted immediately to PDF files, and will be displayed in separate windows.
- **Click the program icon** on the desktop  if you placed it there, then proceed as described above.
- **Double-click on a PDF file**: If you choose PDF Converter Professional as the default PDF viewer when prompted, you can double click on a PDF file to start the program and load the selected PDF file.
- **Browse PDF files on a Web Server**: If you choose PDF Converter Professional as the default PDF viewer when prompted, click any PDF URL on a Web page to open the PDF file in the program.
- **Drag-and-drop files**: You can drag-and-drop PDF files onto the PDF Converter Professional program window to have them opened – up to a “Maximum Opened Files” limit, preset under Preferences. You can also drag-and-drop documents (*.doc, *.txt), Excel sheets (*.xls), PowerPoint slides (*.ppt) to have them converted.
- **Right-click a PDF file**: Select **Create/Combine/Overlay PDFs** in the shortcut menu. **PDF Create! Assistant** will appear displaying the clicked PDF file name. This method is useful if you want to combine or overlay PDFs. To change settings before PDF creation, select **PDF Create! Properties** from the shortcut menu.
- **Right-click an Office file**: Select one of the following shortcut menu items: **Create PDF**, **Create and E-mail PDF**, **Create/Combine/Overlay PDFs**. To change settings before PDF creation, select **PDF Create! Properties** from the shortcut menu.

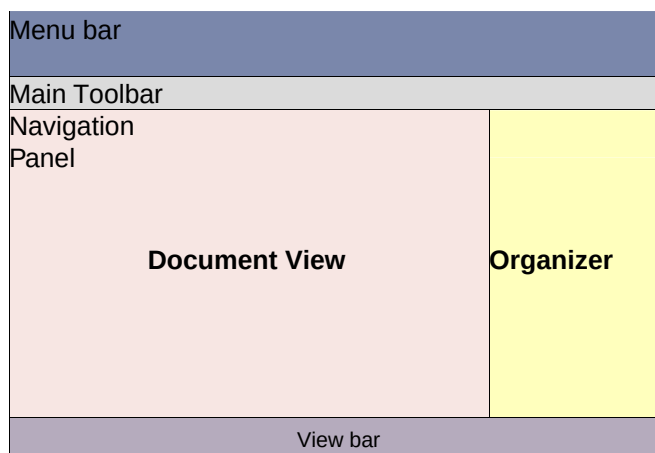
Note: You can collect several files written in different formats (PDF and Office files) and located in different folders and combine them into one PDF. Use the **Create/Combine/Overlay PDFs** shortcut menu item. The clicked files will be added to the PDF Create! Assistant file list.

The Workspace

The PDF Converter Professional program window contains a Document Window and an Organizer Panel. The Document Window can display more than one PDF document at a time.

Document Window: Contains Document Views which in turn may have a Page Panel to show Bookmarks, Pages, Document Info, Annotations, etc.

Organizer: This versatile area gives you access to Document and Digital Signature Preferences; Comment, Form, and Touchup Text Properties; the Search Tool, Actions, Stamps, Watermarks and Clip Art.



The Main Toolbar contains tools grouped by functionality. Right-click on the toolbar area to display the shortcut menu. You can show or hide the tool groups by clicking their names in the shortcut menu.

About PDF Toolbars

The **ScanSoft PDF Toolbar** appears in *Microsoft Word* and *Microsoft Excel*.

It has four buttons: The  **Open PDF** button and the three **Create** buttons:

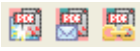


The three **Create PDF** buttons correspond to the **PDF Create!** menu items in *Microsoft Word*, *Excel* and *PowerPoint*.

Use the first button to create a PDF file. Use the second one to create and e-mail a PDF file. The third button behaves in different ways depending on the application.

Use  in *Microsoft Word* to display the Links dialog box. Use  in *Microsoft Excel* or *PowerPoint* to display the ScanSoft PDF Create! Properties dialog box. In *Microsoft Word* you can display this latter dialog box if you choose the **ScanSoft PDF Create!** printer driver in the Print dialog box and then click in the **Properties** button.

Note: Under *Microsoft Office 2000* only two buttons will be available: **Create PDF** and **Open PDF**. Use the **PDF Create!** menu items in this case for creating and e-mailing a PDF, or for displaying the ScanSoft PDF Create! Properties dialog box.

In *Microsoft PowerPoint* only the **Create PDF** buttons  will appear, while in *Microsoft Outlook* the  button is available.

CREATING PDF FILES

Starting PDF Creation

There are several ways to start PDF creation from this program. Check your [PDF settings](#) first, and then start PDF creation in one of the following ways:

- using [PDF Create! Assistant](#)
- choosing [File / Create PDF / From File...](#)
- choosing File / Create PDF and choosing a multiple file command, to call the [Create PDF dialog box](#). This can also be done with the corresponding icons   from the Main Toolbar.
- from the [Print](#) dialog box in any print-capable Microsoft Windows application.
- using the [shortcut menu of a source file](#).
- using [drag-and-drop](#).

The PDF files will be viewable, printable, searchable and editable (they will be “Normal” PDF files) unless the source file came from an imaging application or security permissions prohibit some of these functions.

PDF Create! Assistant

To access PDF Create! Assistant click the  button in the Main Toolbar and choose **PDF Create! Assistant**.

List of files

You can use the  button to build up a list of files in PDF Create! Assistant. Alternatively, you can drag-and-drop files from Windows Explorer into the list area. You can remove selected files from this list with the **Remove** button. The removed files will not be deleted from your computer, only from this list. You can change the order of files with the up and down arrows.

Options for PDF creation

In the drop-down list you can choose from the following options:

- Create one PDF per file
- Combine into one PDF document
- Overlay files as one PDF document

Changing settings

Click the  button to display the ScanSoft [PDF Create! Properties dialog box](#) where you can change [General Settings](#) and [PDF Settings](#).

Creating PDF files using the Assistant

1. Build up a list of files.
2. Select the appropriate option for PDF creation.
3. Click the  button and change settings as required.
4. Click **PDF Create!**

PDF Creation Using the File Menu

You can access a sub-menu from the File Menu and also from the corresponding **PDF Create** button in the Main Toolbar.

Create PDF dialog box

- Select **Create PDF** from the File menu, then one of the following menu items:
 - o Convert Multiple Files
 - o Combine Multiple Files
 - o Overlay Multiple Files,

or click the  button in the Main Toolbar and choose one of the following icons , that correspond to the menu items mentioned above.

The Create PDF dialog box will appear.

- Click **Add File**. Select one or more files in the Open dialog box and click **Open**. The selected file names will be added to the list.
 - o If **Convert files to PDF documents** is selected at the bottom of the Create PDF dialog box, then each selected file will be saved in a separate PDF file.
 - o If **Convert files into one PDF document** is selected, then the selected files will be saved into one PDF file.
 - o If **Overlay files as one PDF document** is selected, then the longer document will be overlaid with the shorter one. You may optionally specify the [relative position](#) of the pages.
- Click OK in the Create PDF dialog box.
- Use the Window menu to display the created PDF files.

Creating PDFs from Files

1. Select **Create PDF / From File** in the File menu or click  in the Main Toolbar.
2. Select the files in the Open dialog box then click **Open**.

Note: Multiple files can be selected, even if they were created in different applications. Each file will be saved to a separate PDF.

Creating a Blank PDF

- Select **Create PDF / Blank PDF** from the File menu or click  in the Main Toolbar.

Creating a PDF from Clipboard Contents

- Select **Create PDF / From Clipboard** or click  from the Main Toolbar button.

PDF Creation From Print-Capable Applications

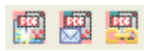
You can generate PDF files directly from any Microsoft Windows (98, Me, 2000, XP) application using the **Print** command. In **Microsoft Word**, **Excel** and **PowerPoint**, you can also use the toolbar shortcut to create a PDF file.

Print Command

1. Display the Print dialog box of any print-capable application on your system.
2. Select **ScanSoft PDF Create!** as the name of your printer and click OK.
3. Name your file in the Save As dialog box.

Note: When you select this printer you are creating a PDF file, not sending the document to a physical printer.

PDF Create! Menu and Toolbar Buttons in Microsoft Word, Excel and PowerPoint

- Use the **PDF Create!** menu items or the corresponding  **Create PDF** buttons in **Microsoft Word**, **Excel** and **PowerPoint**.

Using the Shortcut Menu

- Right-click a source file in Windows Explorer or on your desktop and select **Create/Combine/Overlay PDFs** in the shortcut menu. **PDF Create! Assistant** will appear displaying the clicked file name. Add other files as desired and adjust settings before PDF creation.

Using Drag-and-Drop

- Select one or more files, then drag-and-drop them into the program window.
 - o If you drag-and-drop a single PDF, it will be displayed.
 - o If you drag-and-drop a single file of a different type, a PDF will be created and displayed.
 - o If you drag-and-drop multiple files, their names will be displayed in the Create PDF dialog box. Select the required option, to have only one PDF file created, or one for each. Then click OK.

ScanSoft PDF Create! Properties Dialog Box

The ScanSoft PDF Create! Properties dialog box includes two tabs, [General](#) and [PDF Settings](#), where you can modify driver settings. A third tab, [About](#), provides version information about the product.

You can set printing preferences for the current document only, or for all subsequent documents.

To set properties for the current document:

1. On the File menu, select **Print** to call the Print dialog box.
2. Select **ScanSoft PDF Create!** as your active printer if it is not already displayed.
3. Click **Properties**.
4. Select each of the tabs and specify settings for creating PDF files.
5. Click OK to confirm all settings.

To set printing preferences for all documents:

1. On the Windows Start menu, point to **Settings**, and then click **Printers**.
2. Right-click **ScanSoft PDF Create!** and click **Printing Preferences**.
3. Select each of the tabs and specify settings for creating PDF files.
4. Click OK to confirm all settings.

General Tab

The General tab provides controls for the size and page layout of the PDF file.

Note: Page Setup settings in applications, such as *Microsoft Word*, may override some General settings made in PDF Create!

Paper Size

Select **Standard** and then choose a page size from the pull-down list, or choose **Custom** and specify the page dimensions and margins.

Click **Add** to define or modify additional standard page sizes using page dimensions you specify.

Orientation

Select **Portrait** or **Landscape**.

Resolution

This setting influences character spacing, line breaks, and image quality. Usually, higher resolution produces a more accurate layout but a larger file size.

Select a resolution: **Screen** (72 dpi), **Low** (150 dpi), **Medium** (300 dpi), **High** (600 dpi), **1200** or **2400** dpi (dots per inch).

Low resolution is ideal for screen viewing. However, if you require high-quality hard copy, or accurate control of character position, choose a resolution of at least 600 dpi.

Scale

Specify whether to reduce or enlarge a document, and by what percentage, between 1 and 1000 percent.

Enter a value less than 100 percent to reduce the size of the text and images on the page; enter a value greater than 100 percent to enlarge them.

View Resulting PDF

Select this option to view the PDF file. By default it is selected.

PDF Settings Tab

The PDF Settings Tab provides controls for [Compatibility](#), [Web optimizing](#), [Destination](#) and [Document Settings](#). It also provides a choice of standard controls for [Font Embedding](#), [Compression](#), [Watermarks](#) and [Security](#). Choose a standard control or click the corresponding **Advanced** button to fully control the process.

Compatible with

Choose **PDF 1.3** or **PDF 1.4** or **PDF 1.5** to create files compatible with one of these PDF versions.

Selecting the PDF 1.4 (compatible with Adobe Acrobat® Reader version 5.0 or higher) option will create PDF 1.4 specific commands, such as “Transparency” and may result in higher quality and smaller file sizes.

Selecting the PDF 1.5 (compatible with Adobe Acrobat® Reader version 6.0 or higher) option will create PDF 1.5 specific commands, such as allowing you to use the more efficient JPEG2000 compression and 128-bit encryption.

Optimized for Web Viewing

Choose this option to increase the viewing speed of your PDF documents on web sites.

Font Embedding

ScanSoft PDF Create! lets you include fonts inside PDF documents. Font embedding slows down PDF creation and increases file size, but it ensures document layout and appearance are preserved, regardless of the fonts available on a reader’s computer. Choose a standard control:

- Embed Non-Standard Fonts (default)
- Embed All Fonts
- Do Not Embed Fonts.

The default embeds all fonts except the most common fonts that all computers should have: typically Arial, Times New Roman, Courier and Symbol.

Click **Advanced** to see the settings for each standard control. To specify more precise settings for a customized control, click **New**, name a new control, make the desired settings and click OK.

To specify a list of fonts to be always embedded, de-select **Embed All Used Fonts**, select **Always Embed Fonts**, select the desired fonts one-by-one and use the right-facing arrow button to place them in the **Always Embed Fonts** panel.

To activate the arrow buttons select the checkbox next to them and select a font. Click an arrow button to change its direction. This lets you add or remove fonts from the lists.

To have all fonts embedded except fonts that you choose, select **Embed All Used Fonts**, then select **Never Embed Fonts**; add or remove fonts until the desired ones are listed and click OK.

Note: Font files have a flag to allow or prohibit embedding. ScanSoft PDF Create! respects this instruction.

Use **Delete** to delete a control. Use **Default** to return supplied controls to default values and remove user-defined controls.

Compression

ScanSoft PDF Create! includes six predefined conversion controls which specify settings for compressing text and graphics (line art) as well as specific compression settings for color images, grayscale images, and monochrome (black and white) images. Compression helps to make your PDF files smaller.

You can select the appropriate control from the drop-down list:

- Medium Quality (level 50) (default)
- High Quality (level 75)
- Low Quality (level 25)
- LossLess (level 100)
- Image Place Holder (level 5)
- No Image (level 0)

Set level 0 to have pictures in the source document dropped from the PDF. Select level 5 to have very low quality images, serving only as place-holders.

You can edit the settings for an existing control, add a new control, or delete an existing control in the Compression Controls dialog box.

To display the Compression Control dialog box:

1. Click the **Advanced** button.
 2. Highlight a conversion control in the list of conversion controls and view or edit the settings as needed.
- **Modify the Auto-setting**
Move the slider from a pre-set value to a value of your choice. This affects the compression for texts, line art and images in your documents.
 - **Use Custom Settings**
Select a compression method for any color, grayscale, or monochrome images in your document.

For color and grayscale images, you can choose from a range of qualities for **JPEG** and **ZIP** formats, from High to Low.

Which method is best depends on the kind of images in your particular document. Some compression techniques do not lose any detail in the original: these methods are called “lossless.” Lossless methods do not save as much disk space as the other kind of compression, which is called “lossy.” Files compressed using lossy methods can be much smaller than files using lossless methods.

For example, JPEG is best for images requiring a smooth transition from one color or shade to another while ZIP works well for sharper changes. For best results, you might want to try different compression settings for different documents.

The default value for each of the predefined conversion controls allows the print driver to choose the best method based on the nature of the image.

For monochrome images, you can choose from **ZIP**, **CCITT Group** and **Run Length** encoding.

CCITT (International Coordinating Committee for Telephony and Telegraphy) compression method works best for black-and-white images made by paint programs and 1-bit scanned images.

Run Length produces the best results for images that contain large areas of solid white or black.

- **ReSample**

Select or clear the **ReSample** setting. Resampling changes the pixel dimensions (and thus the display size) of an image.

If you choose to ReSample, specify either **DownSample** or **SubSample** from the pull-down menu. The default setting is **DownSample**.

Downsampling decreases the number of pixels in the image. Each pixel it places has the average value of all the pixels it replaces.

Subsampling chooses a pixel in the center of the sample area and replaces the entire area with that pixel at the specified resolution.

- **Resolution**

If you resample images, you can specify a resolution for downsampling or subsampling.

- **Factory Settings**

The **Factory Settings** button automatically returns compression settings to their original values.

- **New**

Click the **New** button to create a new conversion control.

- **Delete**

The **Delete** button removes the currently selected conversion control.

- **Default**

This returns supplied controls to default values and removes user-defined controls.

Security

You can add passwords to PDF files you create and prohibit or allow actions, such as printing, extracting content and editing. Choose a standard control and click **Advanced** to specify passwords and permissions.

You can specify two passwords:

- **Open Password**

Anyone providing this password can view the PDF it protects. This is sometimes called a user password. Further use of such a PDF depends on which permissions are set.

- **Permissions Password**

Anyone providing this password can view the PDF and use it freely, regardless of permissions settings. They can also modify, remove or add permissions settings. This is sometimes called a master or owner password.

Before setting permissions you must supply and confirm a permissions password and specify the encryption strength: 40-bit or 128-bit. This determines which permissions are available. Make your settings and click OK.

Use **New** to name a new standard security control, make the desired settings and click OK. Use **Delete** to remove a security control. Use **Default** to return supplied controls to default values and remove user-defined controls.

Note: Be sure to note the passwords you assign; without them you will not be able to re-open the PDF files you created. Successful PDF protection depends on good password distribution management.

Note: Older PDF viewers may support only 40-bit encryption.

Note: ScanSoft PDF Create! usually creates “Normal” PDF files. That means they can be viewed, printed, searched and modified in a PDF editor. But if some actions are prohibited and a user cannot supply the correct permissions password, the PDF may appear as image-only.

Watermarks

ScanSoft PDF Create! lets you add watermarks to the first page or all pages of your PDF files. A watermark is like a stamp: it can come from text (such as ‘Confidential’, ‘Draft’ or ‘Sample’), from an image (such as a company logo) or from a composite, which is a combination of existing watermarks. A page from an existing PDF can also be used as a watermark in a new PDF.

- **Watermark Name**

Choose from standard watermark controls:

Company logo (import your company logo from an image or PDF file)
Do Not Copy (gray vertical text, top left)
Draft only (gray, angled text, centered)
Sample Only (red, angled text, bottom left)
Crosspage Watermark (import image from an image or PDF file)
PDF Watermark (import image from an image or PDF file)
Composite Watermark (mixture of text and image watermarks)
Confidential (5 choices: gray text in different locations)

- **Opacity**

Defines how transparent the watermark should be. Use the slider or edit box to define a value between 0 (fully transparent) and 100 (fully opaque). PDF files in version 1.3 cannot interpret this setting, watermarks appear at full strength (100).

- **First Page Only**

Select this to have the watermark placed only on the first page, or on the first two pages in the case of a cross-page watermark. If you de-select this, the watermark will be placed on all pages in the PDF.

- **As Background**

Select this to have the watermark placed in the background of the PDF, underneath the other page content. If you de-select this, the watermark is placed on the top of the page content. In this case a partly transparent watermark is usually advisable.

- **Advanced**

Click this button to see a preview of the selected watermark control. Use the controls to modify the appearance of the selected watermark. The preview shows the effects of your settings. When you are satisfied, click OK to save the changes. Use **New** to define a new watermark control and **Delete** to delete a control. Use **Default** to restore the controls to the values listed above for the standard controls and to delete any user-defined watermarks.

When modifying or adding a new watermark, first choose the watermark type (text, image, composite) because this determines which options appear.

Text:

Enter the watermark text, define a font, size, color, style and angle (from minus 90 degrees to plus 90 degrees). The color control displays the current color. Select **Outline Only** to have watermark characters displayed in outline. De-select this to have filled in characters at the defined opacity. Choose an anchor point for the text and vertical and horizontal offsets (X and Y margins) relative to the anchor point.

Image/PDF:

Browse for an image file (BMP, DIB, JPG, PNG, TIFF or PCX) or a PDF file. When a multi-page file is chosen, specify one page to be used. **Marked Area Only** relates only to PDF files – select it to use only the visible part of the page. Fix or release the aspect ratio. If you de-select **Cover Whole Page**, you can define the size and location for the image.

Composite:

You build a composite watermark from existing ones. Click **New**, provide a name, and choose **Composite** as watermark type. All available watermarks are listed in the lower list box. Select the desired ones and click **Add** to place them in the top

panel under Composite properties. Click OK to save your choices. Select an existing composite watermark to modify its contents, using the **Add** and **Remove** buttons. Watermarks listed in the top panel contribute to the composite.

A cross-page watermark appears split across two consecutive pages. When you select this, the positioning options change. Select a binding side and a clearance from the binding side (default is 0). Select **Duplex** to have the watermark appear on facing pages.

Note: To simulate human stamping, PDF Create! will randomly shift or rotate the watermark slightly, to make each watermark unique.

Destination

The Destination area provides controls that specify how to save PDF files and how to send PDF files as e-mail attachments.

- **Naming Method**

Select a naming method from the pull-down menu:

Query the filename: During printing, PDF Create! will display the Save As dialog box in which you can enter a target file name. This is the default setting.

Specify filename below: Choose this method to enter a full file directory path in the PDF pathname field.

Save in named folder; prompt filename: Choose this method to create a PDF file in the directory specified in the PDF Pathname field. PDF Create! will prompt you to enter the file name during printing. The directory will be created if necessary.

Save in named folder; auto-name file: Depending on the application, this method tells PDF Create! to generate the PDF filename automatically and store the file in the directory specified in the Pathname field. If no directory path is available, the file will be stored in the Output directory under the PDF Create! installation directory.

Mail result only, do not save the file: Choose this method to create a PDF file and attach it to a new e-mail message. The file will not exist elsewhere on your system.

- **PDF Name or Folder**

Enter the target location here. PDF Create! saves files to this location and/or name unless you choose to **Query the file name**.

- **If File Exists**

Choose one of following options to resolve a filename conflict:

Show Warning Dialog: PDF Create! displays a Warning dialog box in which you can choose to **Replace existing file** or **Add trailing number to filename**. Click Cancel to terminate the operation without saving anything.

Replace existing file: The new PDF document replaces the existing file.

Add trailing number to filename: The new PDF filename uses the target filename followed by a sequential number.

Insert at start of existing file: The new PDF pages will be inserted at the beginning of the existing file.

Append to existing file: The new PDF pages will be inserted at the end of the existing file.

Overlay with existing PDF: The new PDF will be overlaid with the existing file. Click the  **Overlay** button to control how the overlay should be performed.

- **Send Mail**

Check this setting to attach your PDF file to a new e-mail message. If you do not want to save the PDF file, you should also select the **Mail result only, do not save the file** setting above.

Document Settings

Select the checkmark and click **Edit** to specify options for PDF files you create from now on. Click an item to modify it.

Click on **Yes** or **No** to change its value.

Click a multiple-choice item to open the drop-down list of choices.

Click on **Title**, **Subject**, **Author** or **Keywords** to open an edit box.

The last item lets you add, define and delete custom document information fields.

De-select the **Document Settings** checkmark if you want to print a PDF file using default settings instead of those specified. This means, for instance, that the author name will be taken from your computer system.

Select the checkmark again to restore your stored settings.

About PDF Create! 3 Tab

View copyright information, your serial number and access the Quick Reference Guide.

Troubleshooting for PDF Creation

I do not see any controls in my PDF viewer.

Check [Document Settings](#). You may have specified Hide Menu Bar, Hide Toolbar or Hide Window Controls.

I cannot edit the PDF file.

If the source file was created by an imaging application, the PDF may not be editable. Also check [password protection](#), use the permissions password to unlock the file. If a recipient complains the file is not editable, decide whether or not to supply the permissions password.

I see unwanted text or pictures in the background or foreground.

Check that a [watermark](#) is not enabled by mistake.

I see jumbled text or pictures on the page, with items on top of each other.

Check that [overlay](#) was not used during PDF creation. If it was used intentionally, check that the chosen files have content suitable for the overlay.

My PDF viewer will not open the PDF.

Check that the PDF version is suitable for your PDF viewer. For instance:
Versions up to 1.3 can be opened by version 4 of Adobe Acrobat.
Versions up to 1.4 can be opened by version 5 of Adobe Acrobat
Versions up to 1.5 can be opened by version 6 of Adobe Acrobat.

Pictures have disappeared from the PDF.

Check the [compression](#) setting. The automatic setting must be 5 or above for pictures to appear.

Pictures do not print well.

Check [compression](#) settings. Increase the resolution settings or raise the automatic setting so that it is above 50. Screen display can tolerate lower resolutions and higher compression, but for good-quality printing you should reduce the compression.

I see lines, sometimes long and diagonal when I edit the PDF text.

You may see this if you have text [watermarks](#) on the page. The line is the editing cursor for the watermark text.

PDF creation fails.

You must have a print-enabled application on your system that can handle the source file and that is associated with it.

EDITING PDF FILES

PDF Converter Professional 3 is a powerful tool for viewing, editing and archiving PDF files. The [workspace](#) consists of the following parts: [Document View](#), [Navigation Panel](#) and [Organizer](#).

Viewing and Editing PDF Pages

Document View

You can choose different page layout and magnification factors to read document pages. In the **Preferences** panel under User Interface select **Show Viewbar** and click **Apply** if you want to change between small and large size buttons in the view bar. Large size buttons are available only for the most frequently used browsing commands, such as scrolling and zooming pages.

Setting Page Layout

Use the layout commands in the View menu or the  layout buttons to switch between three different layout modes for viewing PDF pages.

Single Page

Click the  **Single Page** button on the view bar; or choose **Single Page** in the View menu to display one page in the Document View at a time.

Continuous

Click the  **Continuous** button on the view bar; or choose **Continuous** in the View menu to arrange the pages in a continuous vertical column.

Continuous-Facing

Click the  **Facing page** button on the view bar; or choose **Continuous-Facing** in the View menu to arrange the pages side-by-side with a two-page spread display in a continuous vertical column. If a document has more than two pages, you can decide whether to display the first page on the right by choosing **Properties** in the Document menu.

Important: In Single Page mode, the **Edit / Select All** command selects all text on the current page. In Continuous and Continuous-Facing modes, it selects all text in the whole PDF document.

Fitting Page to Document View

Use the  buttons on the view bar or choose menu commands under Zoom To in the View menu to resize the page view according to the Document View.

Actual Size

Click the **1:1** button, or choose **Actual Size** in the View menu to resize the page to 100% magnification.

Fit Width

Click the **Fit Width** button, or choose **Fit Width** in the View menu to resize the page to fit the width of the Document View.

Fit Page

Click the **Fit Page** button, or choose **Fit Page** in the View menu to resize the page to fit entirely in the Document View.

Fit Height

Choose **Fit Height** in the View menu to resize the page to fit the height of the Document View.

Zooming Pages

You can enlarge or reduce a page to any size allowed – within the range of the minimum and maximum zoom levels. When you zoom-in to a size larger than the window, you can use the hand tool to move the page.

Using the Zoom controls

Click the    **Zoom** buttons beside the magnification level box (on the view bar) to expand or reduce the current Document View. You may also choose a preset zoom factor or enter a desired factor directly.

Using the Zoom-in / Zoom-out tool

Select the **Zoom-in** button to enlarge, or the **Zoom-out** button to reduce the view; or choose **Blow Up** or **Reduce** under Zoom To in the View menu.

While one of the **Zoom** tools is selected, you can press the Ctrl key to switch between the **Zoom-in** and **Zoom-out** tool.

Using page thumbnail to zoom

Drag corners of the page-view box on the page thumbnail in the Navigation panel, to reduce or expand the view of the page.

The Navigation Panel

To display or close the Navigation Panel, select **Navigation Panel / Show/Hide** from the View menu or push **F6**. Several palettes are included in the Navigation Panel for displaying contents (outline), pages, and document info. You can switch between

different palettes by clicking the related icons on top of the Navigation Panel, or the corresponding menu item from the View menu.

The  Navigation Panel tools from left to right are as follows: [Split Panel](#), [Pages](#), [Bookmarks](#), [Comments](#), [Signatures](#), [Properties](#).

Split Panel

Click  to split the Navigation Panel to display all the palettes, or to remove the split. Drag palette borders as desired.

Pages Palette

This palette displays miniature pages or thumbnails to give an overview of each whole page. See [Arranging Pages](#) for details.

Page view box

A red page view box on the current thumbnail image shows which part of the page is currently visible in Document View. You can drag the box to move the Document View; or drag any of the four corners of the box to resize the Document View.

Bookmark Palette

Bookmarks show the hierarchy of a document. You can use them as a table of contents. Click a bookmark to display the associated page.

Bookmark shortcut menu

Right-click in the Bookmark Palette to show the shortcut menu where you can make a new bookmark, delete or rename an existing bookmark, or change its appearance; or define actions associated with the bookmark. In the last case the relevant panel of the Organizer will appear.

Re-arranging bookmarks

You can drag selected bookmarks (or a whole bookmark tree) and move them to a different location (level) – within the same document or across different documents.

Creating a document archive

To organize several related documents into one archive, you can create a new empty PDF document and drag all bookmarks of the related documents into this newly created bookmark file. You will then be able to click on the bookmarks in the file to bring up the related Document View.

Comments Palette

Information (author name, date, contents) on [Note](#), [File Attachment](#), [Drawings](#), [Markups](#) and [Stamps](#) are displayed in the Comments Palette.

You can sort items in the Comments Palette by author, type, date, color, etc. using the shortcut menu. If the opened PDF does not contain any notes, attachments, etc. this palette remains empty.

Signatures Palette

Any information (status, name, date, etc.) on [digital signatures](#) will be shown in the Signatures Palette.

Properties Palette

All document-related information is displayed in this palette; some fields are available for editing. See [Document Properties](#) in the section.

The Organizer

Click **Organizer Panel** in the View menu, or press **F7** to display or hide the Organizer.

Click the  button to display a panel as stand-alone.

Click  to put the stand-alone panel back to the Organizer.

Click  to dock the Organizer.

Click  to roll up the panel, so only the Organizer caption will be seen.

Display the different panels by clicking the Organizer tools at the bottom of the Organizer.



Preferences, Search, Set Action, Comment Properties, Stamp, TouchupText Properties, Watermark, Clip Arts, Form Properties and Digital Signature Preferences (named from left to right). They may appear in a different order in the program.

Preferences Panel

Use the **Preferences** command in the Edit menu, or the  **Preferences** tool from the Main Toolbar or at the bottom of the Organizer to display the Preferences Panel in the Organizer.

Option Settings

General Settings

These settings decide the Document View when opening a new document. The option **Set as Default Viewer** lets you specify that this program must be the default viewer for PDF files on your system.

Smooth Settings

Smooth text, graphics, line and image to improve the rendering quality on screen display; and you can gray out text below a defined character size.

User Interface

The **Click Hand Tool** option allows you to choose whether to have the page scroll when you click the **Hand** tool and also decide the scrolling speed. This can be useful when you want to quickly scan-read a document to get an overview of it.

Check the **Show View bar** setting to display the large view bar, otherwise the small view bar is used.

Miscellaneous

Choose a suitable font size for popup comments and bookmarks. It is also here that you can decide on an expiry date for your cookies. Cookies are web server-generated pieces of information stored on web clients. Cookies preserve frequently or recently entered information in the text fields of your forms. Their life-span can be set to one, two or three days; one week, one month or one year. The use of cookies is optional. If you do not want to use them, select No cookie.

Searching/Archiving Documents

PDF Converter Professional helps to locate information in PDF documents by looking for phrases, words or word fragments in the current document, a specified folder or in an Indexed Archive.

Click Edit / **Search** or the  **Search** tool in the Main Toolbar or at the bottom of the Organizer to display the Search panel:

Search Phrases

Enter any words, word fragments, or phrases of interest. Optionally, you may enter logical operators such as AND, OR to refine your search.

The following logical operators are available:

And: "&"

Or: "|".

Not: "~".

Parentheses: "(", ")".

Where To Look



There are 3 different places where you can look for the information you need:

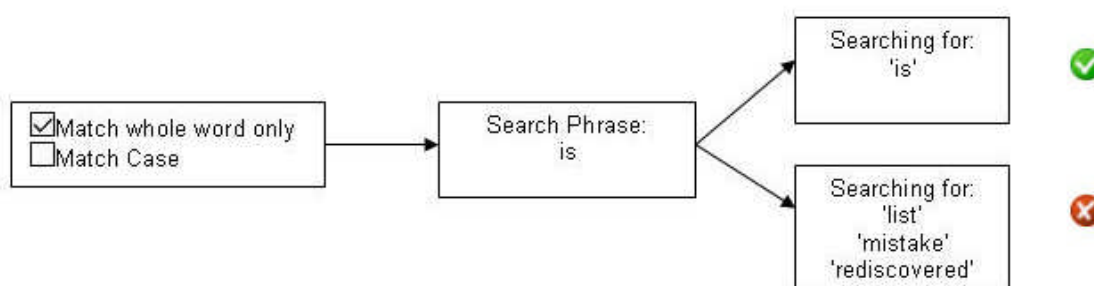
- Search in the current file.
- Search In Folder. Select a folder to search. You can easily access your previously searched folders by choosing Recent Folder.
- Search pre-built Index file: Run full-text searches on indexed files. You can create a new index file or modify an existing one by clicking **New Index** or **Edit Index** under Tools / **Index**. For details see [How to build a new index file](#) below.

How To Search the Current file

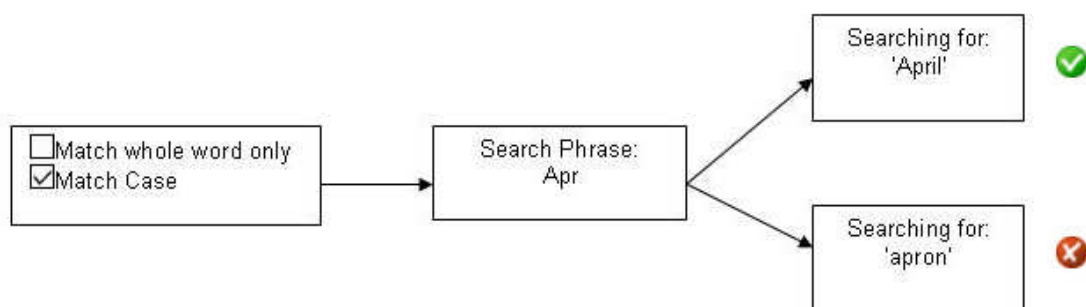
1. Click the **Search** button or Edit / **Search** to display the Search panel in Organizer.
2. Type in the words, word fragments or phrases you want to search for.
3. Click next to the field Look in.

Refine your search with the following options:

Match whole word only: mark this checkbox if the search text you specify must be a self-standing word. For instance, if you are looking for the word 'is' but you want to filter out words like 'list', 'mistake' or 'rediscovered' (all containing the letter combination 'i+s') marking this check box will give you the correct results.



Match case: use this setting if capitalization is important. Please note that if you mark only this check box, but not **Match whole word only**, searching will return the correctly capitalized words. For instance, if you specify 'Apr' as the Search Phrase, searching will find all occurrences of the word 'April', but none of 'apron'.



Suppose you have a PDF with one occurrence of the word 'Tropical' capitalized. If you mark **Match whole word** only but leave **Match case** unmarked, the Search Phrases 'Tropical', 'tropical' or any miscapitalized versions of the same word – e.g. 'TROPICAL' or 'tRopical' will return the correct result. Note however that no word segments (even if capitalized correctly, e.g. 'Trop') will return any search results.



If you mark both check boxes, only the **Search Phrase** 'Tropical' will return the correct result. Use this setting if you are interested in only the given word (and not in any of its affixed variants) and you are sure that there are no misspelled occurrences of it.

Search in comments: select this check box to search comments as well as the text content of your PDF.

Search in bookmarks: mark this check box to search bookmarks as well as the text content of your PDF.

When you are satisfied with your settings, click **Search Now** under **Search Phrases** or at the bottom of the panel.

How To Search Folders

Click the  button to display the Search panel in Organizer. Specify your **Search Phrases**.

Click  next to the field **Look in**. A tree view of your folder structure will display allowing you to select the folder you want to search. You can search all PDF documents in the specified folder that have text content in a separate text layer.

Refine your search by using the following options:

Match whole word only
Match case
Match comments
Search in Comments
Search in Bookmarks
Search Sub-folder
More Criteria

The first five settings work in the same way as for searching the current PDF. For details see [How to search the current file](#).

For folder searching you have two additional options: Search Sub-folder and More Criteria.

Search Sub-folder: mark this check box to search for text content in a given folder plus all its subfolders.

More Criteria: select this setting to specify special criteria for searching. Do the following:

1. Click **New Criteria**. Use the arrow to display a list of document information types. Choose from **Author**, **Title**, **Subject**, **Keywords**, **Creator**, **Producer**, **Created Date** or **Modified Date**.
2. Click the next field and make your choice of filters. For date-type criteria, you can set the following filters: **Is Before**, **Equal To**, **Not Equal To**, or **Is After**. For all other criteria, you can choose between **Includes** and **Excludes**.
3. Click the last field to refine your criteria. For example, if you want to search the text content of all the PDF files in the specified folder with a Title containing the word 'Tropical' and created after 11 January 2003:
 - o click the first field and select **Title**
 - o click the next field and choose **Includes**
 - o then click the last field, and type in 'Tropical'
 - o click **New Criteria** highlighted in blue, in the line below, and select **Created Date**
 - o click the next field and choose **Is After**
 - o then click the last field, open the calendar with the arrow, scroll to January 2003, and click the 11th.

When you are satisfied with your settings, click **Search Now** under Search Phrases or at the bottom of the panel. To delete all your search criteria, click **Clear All**.

How To Search Indexes

Searchable index files (with the extension .zpi) are text archives composed of any PDF document that you choose to include in it. You can create your own index files for archiving purposes, or use an existing one to perform your search on it.

How to build a new index file

Click the  button next to the Look in field in the Search panel of the Organizer.

Click **New**.

The Build Index dialog displays. Use its left side to specify the properties of your index.

Title: Give a name to your index file.

File: As soon as you have saved your index file, its full path is displayed in this field.

Description: Type in some characteristics of the file for easier identification. The use of this field is optional.

Define Stop words. Stop words are frequently occurring words in a language, like 'and' or 'but', so they are mostly irrelevant as search results. Any word you specify as a stop word is skipped during indexing and ignored in searches. Exclude these words to reduce the size of the index file.

Define Custom Fields. There are several standard document information fields (meta data) defined for a PDF file – such as **Title**, **Subject**, **Author**, **Keywords**, **Creation Date**, **Producer**, and **Creator**. They are automatically included in the index file and become searchable.

You can include Custom Fields in your search once you have added them to your PDF. To modify document data this way

1. Open the Navigation Panel and click **Properties** .
2. Use the option **Double-click to add new item**.
3. Click the field that you have just created, and give it a name, and a value.
4. Save the PDF.

After a **Custom Field** is added to your PDF, you can include it in your search.

Suppose you have a document called Tropical.pdf. It is the only one included in your index file that contains the word 'coastline'. And you have added a **Custom Field** to it called 'DocID' with the text value '123'.

If you run a search on your index file for the word 'coastline' it will return the result: Tropical.pdf. However, if you specify **More Criteria** and create one saying 'DocID

Excludes 123', searching will not yield any results, since you have excluded the only document from the search that contains the **Search Phrase**.

To include new document information fields in your search, use the **Custom Field** setting. Specify its name and type (Date, Integer, or Text).

Includes – Excludes

Use this tool to include specific PDF files or folders in the index file or to exclude them from it. Use the right panel in the Build Index dialog to locate the PDF, highlight it, then click Includes or Excludes next to it, depending on your purpose. All included and excluded files and folders display on the left of the Build Index panel.

For example, if you have a folder entitled PDF Documents with 22 PDF files (from Doc01.pdf to Doc22.pdf), but you want to include only the first 20 in the index file, include the folder, then exclude the files Doc21.pdf and Doc22.pdf.

When you have composed your index file, click Build to create it. If you want to refresh it any time, make your modifications and click Rebuild.

Important note: Save the index file (.zpi) into the folder that hosts the PDF files that you have added to the archive. Indexes also create their own filesets during building. The folder that contains them must also stay in its place of creation.

However, you can move the whole archive together (.zpi file, index subfolder and PDF files) to a different location on your machine.

Search Criteria

When you have built your index, you can specify search criteria for it.

The following settings are available:

Match whole word only – see [How to search the current file](#)

Match case – see [How to search the current file](#)

Stemming – only available when searching index files

Search in Comments – see [How to search the current file](#)

Search in Bookmarks – see [How to search the current file](#)

More Criteria – see [How to search folders](#).

Stemming

Stemming is an index-specific search setting. Use this option to find all words that have the same root. For instance, type in “look” to find “looks”, “looked”, “looking” etc.

Search Results

Click **Search Now** to start the search. The search results are listed in the Result panel. It shows the searched text along with nearby words. Click an entry in the result list to see its page with the searched text highlighted. When you do a folder or

index search, clicking an entry opens the file at the page containing the searched text and highlights it.

Document Properties

Select **Properties** in the Document menu or click the **Properties** button in the Navigation panel to show the properties of the document.

Standard Fields

Standard fields are: Title, Author, Subject, Keywords, Creator, Producer, Created, Modified, File Path, Size, Security, PDF Version, Page Size, Number of Pages, and so on. You can modify the value of author, subject, and keyword, but not others.

Custom Defined Fields

The blue text "Double click to add new item" lets you add a new item name and a value for the document. You can include application-specific key-value pairs in the PDF document. Later, other document management applications can retrieve the information for post-processing.

For example, you can make a custom field searchable by defining it in the **custom field list** before building the index.

Note: If any property is modified, you will be prompted to save the document before closing it.

Initial View

The Initial View options define how the document will be displayed when it is opened. These options are stored in the document and will be followed by any capable PDF viewer program.

Document Security

This displays the security settings for the document. You can change these by giving different passwords or permissions.

1. **Open password:** If previously specified, all subsequent document readers are asked to enter the Open password in order to view the document.
2. **Permissions password:** If previously specified, any document reader must enter the Permissions password in order to modify document permission settings.
3. **Encryption Level:** Specify the security bits to be used -- either 40 bits (PDF 1.3 compatible) or 128 bits (PDF 1.4 compatible).
4. **Document permission settings:** Control the permission for printing, changing, copying, annotating, or modifying the document. You can also enable or disable text access for screen reader devices for the visually impaired.

With 128-bit encryption, choose changing permissions:

- None
- Creating, inserting, deleting, and rotating pages
- Filling in form fields and signing
- Commenting, filling in form fields, and signing
- Any except extracting pages.

With 128-bit encryption, choose printing permissions: None, Low Resolution or High Resolution. Also enable or disable copying of text, images, and other content.

Fonts

Use Properties / **Font** in the Document menu to show all the fonts referenced in the document. This helps you to understand whether font substitution is used to show unavailable fonts; or if fonts are embedded in the document.

Arranging Pages

By drag-and-dropping page thumbnails (miniature pages) in the Pages palette, you can assemble or rearrange document pages. To do this with multiple documents, open them and choose a tile command in the Window menu to see them next to one another.

Re-arranging pages

Click one or more page thumbnail numbers to select one or more pages and drag to any page location in the document – or drag selected pages to another document. Click with **Shift** or **Ctrl** to select multiple pages. The selected pages are inserted before the page with a red vertical bar beside it.

Delete pages

Drag pages out off the Pages palette to delete them.

Copy pages

Drag the selected pages with the **Ctrl** key to copy pages to a new location within the document. You can also copy pages to a different document by dragging a page selection to another document's Pages palette.

Edit Menu Commands

Use **Pages** in the Edit menu to do page operations:

Insert

Choose a source file and insert the selected pages into the current document.

Extract

Copy the current or selected pages from the open document and place them in a new unnamed PDF file. The Extract Pages dialog box lets you choose **Current Page**, **Range** or **Choose Pages**. The **Delete after extraction** check box allows you to delete the extracted page(s) from the source file.

Delete

Delete selected pages from the current document.

Crop

First drag the crop area and adjust it, and then double click to show the Crop Pages dialog box where you can decide pages to be cropped and control the measurements.

Rotate

Select pages to be rotated and decide the angle. The  **Rotate** buttons on the toolbar only rotate pages for viewing temporarily. In contrast, this **Rotate** command modifies the document itself and becomes permanent after you save the file.

Browsing Pages

Rotate Page View

Click the  **Rotate** buttons to rotate the page view clockwise or counter clockwise. This does not change the document itself, it is just a different viewing mode.

Go Back or Forward

Click the  buttons to show previous or next page view.

Hand

Use the  **Hand** tool to move around the page in Document View. You can specify in Preferences to have a click on the **Hand** tool scroll the page view downwards automatically at the speed of your choice.

Scroll

When scroll is on, you see this icon beside the cursor.



Click the **minus sign** to reduce scrolling speed. Click the **plus sign** to speed up scrolling. Click the left button to scroll the document page by page, or continuously. Click the right button with the arrow to show scrolling direction (upwards or downwards).

The picture above shows that downward scrolling is happening, page by page. If you do not want automatic scrolling, select **Do nothing** in [Preferences](#) under User Interface / **Click Hand Tool**.

Zoom

The  **Dynamic** zoom tool allows you to enlarge or reduce page view according to the mouse movement. Or, you can click or drag the **Zoom-in** or **Zoom-out** tools to change the page view.

Loupe

Click the  **Loupe** tool to view an enlarged page view within the loupe area. You can change the scale of the loupe and move the loupe freely within the program window.

Annotating / Markup Document

The following annotations are available.

- **Bookmark:** Similar to a table of contents. When clicked, a bookmark performs the actions associated with it – such as go to a page view.
- **Link:** Define a “Hot Area” on pages. When a user clicks inside the hot area, the link performs the actions associated with it – such as displaying another document.
- **Note:** This is like a sticky note, and can be “glued” on top of the document page.
- **Text Box:** Enter text phrases directly on pages with selectable font, style, color, and transparency.
- **Drawing:** Enter graphic objects – or even a stamp, directly on pages with selectable shape, color, and other property settings.
- **Markup:** Emphasize text parts on pages with highlight, strike-out, or underline.
- **Attachment:** Attach files, sounds, movies to the document.

Annotation tools like **Note**, **Text Box**, **Draw**, **Markup**, and **Attach File** share many common properties as described below.

Annotation Tools

A wide variety of revision tools are offered on the **Annotation** tools, which is part of the Main Toolbar. If you cannot see the **Annotation** tools on the screen, click **Toolbar** in the View menu.



The **Annotation** tools from left to right are: [Text Box](#), [Note](#), [Markup: Highlight](#), [Draw: Pencil](#), [Attach File](#) and [Stamp](#).

You can sort items (markups, notes, etc.) on the [Comments Palette](#) by author, type, date, color, etc. or decide whether to show or hide markups of a particular type or reviewer. Click an item (e.g. a markup or a note) and use the shortcut menu of the Comments Palette to accomplish these tasks.

With a simple click, you can go to a specific markup by an author. You may then reply to the author and send back your comments.

Bookmark (Bookmark Palette)

Choose **Bookmark** and **Show Bookmarks Panel** in the Edit menu or click the  **Bookmark** icon in the Navigation panel to show the Bookmark Palette, where you can create new bookmarks, rename or delete existing bookmarks.

Click to select a bookmark (with **Ctrl** or **Shift** to select multiple bookmarks), and then right-click to show the shortcut menu. You can change font style (bold, italic), size, color, or edit bookmark actions.

Link

Drag the link tool to define a “Hot Area”; and then assign actions to it.

Note

Click or drag a window and enter your comment. The author name will be automatically inserted in the caption of the note.

- **Reply:** At the lower-left corner of the Note window, you can find the  **Reply** button. Click this to enter your reply to the note author.
- **History:** Use the  button to the left of the **Reply** button to display the reply history of the selected note in the Comments palette.

Text Box

Drag a window to enter phrases directly there. The window resizes itself to the text. Make a text selection to modify fonts, size, style, for the text; and define border color, line style, fill color, and opacity for the text box.

Double-click in the Text Box to restore its tools.



Draw

Use one of the **Drawing** tools: **Pencil**, **Line**, **Rectangle**, **Oval**, **Polygon**, **Poligonal Line**, **Cloud** tool to draw graphics on document pages – with popup comments attached.

Highlight

Use **Highlight**, **Cross-out**, or **Underline** to mark a piece of text. See Markup Properties below.

Stamp

Click the  **Stamp** tool then drag a rectangle with the Stamp cursor to bring the currently selected stamp to the document page; or select a different stamp. Show all stamps currently available in your system with Stamp in the Tools menu. You can create and categorize your own collection of stamps from existing PDF documents by using the Tools / Stamp / **Create Custom Stamp** command. These commands are also available if you click the arrow beside the **Stamp** tool in the Main Toolbar.

Create Custom Stamp Panel

- **File:** Browse an existing PDF file.
- **Page:** Use the preview to find the PDF page needed from a multi-page PDF
- **Group:** Assign the newly created stamp to a category.
- **Name:** Enter a name to identify the stamp.

Managing Stamps

You can rename or delete any custom-created stamps but not predefined ones.

- **Search:** Click this to search for a stamp.
- **Look in:** Displays the **System** and **Custom** groups. Predefined stamps are under the **System** group, while custom-created ones are under the **Custom** group.
- **Create:** Click this to create a new stamp.

- **Rename:** Right-click a custom-created stamp and select **Rename**, then type in the box the new name and click **Enter**.
- **Delete:** Right-click a custom-created stamp and select **Delete** or click a stamp and press the **Del** button. Click OK in the dialog box that appears. The selected stamp will be deleted.

Attach Files

Use the  **Attach** tools (**Attach File** and **Attach Sound**) to attach application or sound files on PDF pages. For example, you can embed the original Microsoft Word file or the original spreadsheet on a PDF page; so the reviewer can access the source file if this is needed.

You can specify the “Author”, “Subject”, and “Description” in the **Comment Properties** for the attachment icon. Optionally select opacity for the icon appearance. A reviewer can bring up the source file by double clicking the attachment icon – so long as the associated application is properly installed.

The item File Attachments in the Document menu shows all files currently attached to the document.

Attach Sound

Choose Tools / Attach / **Attach Sound** and click to display the sound control, to record a new sound or play an attached sound. The New Attach Sound dialog box contains the **Play / Stop** and **Record** buttons and a Volume bar.

Note: The control is active only if the necessary hardware and software are detected on your system.

Editing Page Contents

You can select text or image, insert objects, and edit text and objects.

Select Text

Click the  **Select Text** tool to highlight text data. You may then copy the selected text.

Select Image

Click the  **Select Image** tool to select a page area to be copied.

Insert Object

You can introduce new objects into the current document. Before inserting, browse to the page where you want to insert an object. The object is first placed in a box on a layer above the PDF. This lets you resize and reposition the object. When it is

ready you can save the file to have the inserted object included in the real PDF contents. You can insert a page from a file or a picture from **Clip Art**.

Drag-and-Drop a File

Within Windows Explorer:

1. Click the mouse button to select a single file.
2. Drag-and-drop the selected file into the target place.
3. Choose **Place Object** from the shortcut menu that appears.

Non-PDF source files will be converted to PDF before importing. You will be prompted to select a page in the case of multi-page documents. Page contents will be copied from the source to the target document page without distortion.

Insert Clipart

You can insert both pre-defined and custom created cliparts. Cliparts are grouped in categories.

Choose **Clip Arts** in the Edit menu to add a clipart to the current document page. The Clip Art panel appears in the Organizer:

To insert a pre-defined clipart

- Drag a pre-defined clipart from the Organizer to the desired location on the page. Then resize or reposition it and save the PDF to include it in the real PDF contents. By default all clipart categories are displayed.

To create a custom defined clipart

1. Choose **Create Custom Clip Art** under Clip Arts in the Edit menu, or click **Create** in the Clip Art panel in Organizer.
2. Browse for a source file to be reused in future as a clipart.
3. Assign a category and a name to it. The newly created custom clipart will appear in the Clip Art panel.
4. Click **Select Group(s)** to see the structure of all (system and custom) clipart categories in the Clip Art panel of the Organizer.
5. Click **Manage** at the bottom of the Clip Art panel to add, delete, or rename your clipart library.

Manipulate Objects

After inserting the objects, you can freely move, scale or rotate them.

- Click on the target object, it will be selected.
- Drag to move it to a new location.
- Drag the scale handles to re-size the object.

- Drag the **Rotate** handle to rotate the object. To get the **Rotate** handle, click on the red circle above the object. The cursor will change its shape. Drag it in the desired direction. While dragging, the cursor shape will change again.

Editing objects with the Touchup Object tool

Use the  **Touchup Object** tool to make small corrections to images.

1. Click the  tool in the Main Toolbar or select Touchup / **Touchup Object** from the Tools menu.
2. Click the object and make the necessary last-minute changes (e.g. resize or deskew).
3. Use the shortcut menu to save the object, send it to Clip Art, send to back or bring to front.

Note: For large-scale editing use the original application and then regenerate the PDF file.

Editing Text with the Touchup Text tool

Use the  **Touchup Text** tool for minor, last-minute editing tasks.

1. Click  in the Main Toolbar or select Touchup / **Touchup Text** from the Tools menu.
2. Click where you want to add new text. When the text editing cursor appears, use the keyboard for text editing.

Limitations

Editing should be kept to a minimum because the PDF format is mainly for document exchange, distribution and publishing, not for large-scale text revision.

- You can edit text only within single lines.
- Text editing may not succeed on text where only a subset of the original font is embedded.

Overlaying Files

This feature is useful, for example, if you want to put a small image (e.g. a logo) on the first page or on each page of a multi-page document.

1. Open two files (a longer document in doc, rtf or pdf format and an image file containing a logo) in the Create PDF dialog box.
2. Select **Overlay files as one PDF document** in the Create PDF dialog box.
3. Click the arrow in the Position selection box and choose a value. The default overlay position is **Page Center**.

4. Click the checkbox **Repeat last page of the shorter document for page overlay**, if you want to put the shorter file e.g. a logo on each page of a longer document. If you do not select this option, the shorter file will be overlaid only on the first page of the longer document.

Digital Signature

PDF Converter Professional uses industrial standard Public-Private Keys to digitally sign documents to prevent illegal modification or piracy. Essentially, you create a key pair– a Public Key and a Private Key first; you keep the Private Key safely while sending the Public Keys to others.

Important: Data encrypted by the private key can only be decrypted by the public key, and vice versa.

Sign a document using a Private Key: Since only you own the Private key (used to sign the document), and if your public key (distributed to the public) can decrypt the file successfully, then it can be sure the file is signed by your Private key – in other words by you. Once signed with the private key, any modification of the document will break the seal.

Encrypt a document using a Public Key: You may also send a private document to a friend (encrypting the document with your friend's public key) so that no-one else can read it.

Undo-Redo

You have an unlimited number of Undo/Redo capabilities.

Click the buttons to undo or redo any editing steps. You may also undo or redo any particular step in the sequence.

Creating PDF Forms

PDF Converter Professional includes complete **Form Creation** tools to insert dynamic form fields onto PDF pages. You can post PDF forms you create on a web page, in order to receive filled form data directly to a database.

There are two basic ways to prepare forms in PDF Converter Professional 3:

- create a form in an external application and bring it into the program, or
- start a new, blank PDF inside PDF Converter Professional 3 and add your form elements manually.

Creating a Form in Another Application

1. Create the layout of your form in an external application (such as Microsoft Word).
2. Convert the file to PDF using the facilities provided.
3. Click the  button, then choose the **Auto FormTyper** tool if you want form elements auto-detected and displayed.
4. Use the form tools if you want to add or modify controls. See detail below.
5. When the form is ready, save the PDF file.
6. Choose the  **Hand** tool if you want to fill the form you have created.

Note: You can export a PDF form you have prepared to Microsoft Word. Its form controls will be active in the Word form. See [Converting Forms](#).

Note: The Auto Form Typer functionality is provided by the PDF Converter 3 component of PDF Converter Professional 3. If you chose at installation time not to install this component, Auto Form Typer will not be available.

Creating a Form Inside PDF Converter Professional 3

1. Click the  **New Blank PDF** button in the Main Toolbar
or
choose this command from the File / **Create PDF** menu
or
press **CTRL+N**.
2. Draw form elements on the page with the form tools.
3. Add static texts using text boxes.
4. When the form is ready, save the PDF file.
5. Choose the  **Hand** tool if you want to fill the form you have created.

Seven **kinds of form fields** are available in PDF Converter 3 Professional:

-  **Button**
-  **Check Box**
-  **Radio Button**
-  **Combo Box**
-  **Text Field**
-  **List Box**
-  **Signature**

You can create any of them by selecting the appropriate tool and outlining the new form element with the mouse. A dynamic form field can be repositioned and resized. Its properties – ranging from name and appearance to behavior options and actions assigned to it – are editable in the Form Properties panel of the Organizer. When ready, the form elements can be locked.

Steps to Create Dynamic Form Fields

Step 1: Choose a Form Field

Choose **Form Fields** in the Tools menu, or click the arrow on the  tool in the Main Toolbar and choose the form field you need. The button displays the last used form tool.

Step 2: Create It In Your Form

Drag the cursor to create a form field with appropriate size and location. After it is created you can reposition the field or resize it using its handles.

Step 3: Access Form Field Properties

On creation, the form fields properties are immediately displayed in the Organizer. If you want to access its properties later on,

- select the tool you used to create the form field: all fields of the same type are highlighted
- or
- select any form field tool, right-click on the form field and choose **Properties** from the shortcut menu.

The properties of the selected form field are displayed in the Organizer.

Setting Form Field Properties

The Form Properties panel shows only the settings relevant to the selected form field. Click any form field to see its settings and attributes in the Form Properties panel.

Settings That Apply to All Form Fields

This is the full list of settings common to all form fields. The availability of properties may vary depending on the type of a form field (e.g. the property **General / Required** applies to fillable form fields only).

General

- **Name:** Name used to define the field.
- **Tool tip:** Yellow help text that appears when someone moves the cursor over the field while viewing the ready form in a PDF viewer.
- **Form Field:** A form field can be **Visible**, **Hidden**, **Visible but doesn't print** or **Hidden but Printable**.
- **Orientation:** You can rotate your form fields by 0, 90, 180 or 270 degrees relative to its default orientation (0 degrees).
- **Read Only:** Select this option to prevent accidental change of form fields by users.
- **Required:** Select if filling the field should be compulsory for those submitting the form.
- **Locked:** Select this option to lock the form field size and position.

Appearance

Use these properties to design your form fields visually.

- **Overwrite:** To display bar codes in your combo box, choose **Barcode 39** under Overwrite and name your items using capital letters and numbers.
- **Border Color, Line Width, Line Style** are settings for the field border.
- **Fill Color:** Background color for the field.
- **Font Name, Font Size, Font Color** are settings for text labels.

Actions

Click the **Set Action** item to show the Set Form Action dialog box where you can select a Trigger event and its associated action. See [Settings Actions](#) for more information.

Settings for Special Form Field Types

You can access these additional settings under Options in the Form Properties panel whenever one of the following types of form fields are selected.

Changing Button-Specific Properties

In addition to the common settings, a Form Button has the following additional settings:

- **Layout:** Define the location of the button icon and label. If your button has an icon as well, click **Advanced...** to access its scaling settings. You can set the conditions on when to allow icon scaling; whether it is to be carried out proportionally; or use the slides in the panel for the precise placement of the icon on the face of the button.
- **Behavior:** Specify the visual effects the button should display when pushed: **None**, **Push**, **Outline**, or **Invert**.
- **State:** Push buttons (Behavior: Push) have 3 distinct states. If your button has only a label but no icon, you can assign a different label to each state. To assign different labels to each button state, do the following:
 - o Click **Layout** and choose **Label only**.
 - o Click **Behavior** and select **Push**.
 - o Click **State**, and choose **Up**. Click **Label** and specify the label that will display on the button when no mouse interaction occurs with it.
 - o Click **State** and select **Down**. Click **Label** and type in the button label that will be displayed when the mouse button is pushed on the button.
 - o Click **State** and choose **Rollover**. Click **Label** and specify the button label that will display when the mouse moves over the button.
- **Label:** Enter a label for your button. For a **Push** button you can assign a different label to each button state, as described above.
- **Icon:** Select the image that you will use as the icon for your button. Icons can be created from a variety of file formats.

Changing Check Box Properties

In addition to common settings, a Check Box field has the following additional settings:

- **Check Box Style:** Choose the checkmark for your Check Box. The following types are available: **Check** (default), **Circle**, **Cross**, **Diamond**, **Square**, **Star**.
- **Export Value:** Enter a value for the chosen item to be exported to a CGI (Common Gateway Interface) application. CGI is a standard for data transfer between client web browsers and web servers. Using CGI scripts you can retrieve data from forms displayed in web browsers.
- **Check box is checked by default:** Decide whether to have the check box selected (checked) by default ☒.

Changing Combo Box Properties

In addition to common settings, a Combo Box and List Box fields have the following additional settings:

Options

- **Item:** Click **Item**, then give it a name. Click **Add**. Your new item will appear in the combo box Items List (below in the panel).
- **Export Value:** Enter a value for the chosen item to be exported to a CGI (Common Gateway Interface) application during web-based data transfer from your form.

It is useful practice to specify the export value for each of your items right after you have added them to the combo box list.

- **Items List:** Select an item to move it up or down the list. You can also delete combo box items here, one by one.
- **Sort Items:** Mark this check box to sort your list items in an alphabetical order.
- **Allow user to enter custom text:** When checked, the combo box list becomes editable for users of the form.
- **Commit selected value immediately:** Combo boxes can be connected to text fields in such a way that the items selected in the combo box will display in the corresponding text fields. If you mark this checkbox, as soon as a combo box item is selected, it will display in the connected text box. If you leave it unchecked, the chosen item will only display in the text field when focus has moved over from the combo box (either by mouse movement or tabbing).

To make a text box display the item selected a combo box, write a custom calculation script for your text box that captures the input of the combo box.

The following script uses a text field (Text Field 1) and a combo box (Combo Box 1). For Text Field 1 to capture the input of Combo Box 1,

1. Select **Text Field 1**.
2. Click **Calculate** in the Form Properties panel of the Organizer.
3. Mark **Custom calculation script**.
4. Click **Edit**, and enter the following:

```
event.value=this.getField("Combo Box 1").value;
```

Format (Combo Boxes only)

Use **Format settings** to control the type of data users can enter into the form field. For details see [Setting Format](#).

Validate (Combo Boxes only)

Run a custom validation script to ensure that the value entered by a user is correct. For details see [Setting Validation](#).

Calculate (Combo Boxes only)

Use **Calculate settings** to perform mathematical operations on form fields. For details see [Setting Calculation](#).

Options for List Boxes only

Multiple Selection: If you mark this check box, users of your form will be able to select more than one item in the list box.

Changing Radio Button Properties

Radio buttons can be grouped together under a common field name but with different export values. (Unique export values are needed for CGI applications on a Web server to identify each field.) To group radio buttons, create them one by one, then give them all the same name. Grouped radio buttons are mutually exclusive – i.e. only one of them can be selected.

Options

- **Radio Button Style:** **Check**, **Circle** (default), **Cross**, **Diamond**, **Square**, **Star**.
- **Export value:** Enter a value for the chosen item to be exported to a CGI (Common Gateway Interface) application during web-based data transfer from your form.
- **Radio button** is checked by default: Decide whether to have the radio button selected (checked) by default.
- **The same name and value are selected in unions:** Use this option if you want to make the behavior of one radio button driven by another one. Create two radio buttons, give them the same name, then mark this check box. This way, whenever the user of your form marks or unmarks either of them, the other one will follow suit.

Actions

See [Setting Actions](#) for details.

Changing Text Field Properties

In addition to common settings, the Text Field has additional settings:

Options

- **Alignment:** Specify text alignment in the text field.
- **Default Text:** You can enter default text for the text field here (not required).
- **Multiple line:** Mark this checkbox to allow multi-line text.
- **Scroll long text:** Allow scrolling to show text that is too long to fit in the text field.
- **Limit of characters:** Specify the upper limit on the number of characters that can be entered into the text field.
- **Password:** Mark this checkbox to have the text displayed as asterisks.

Format

Use **Format settings** to control the type of data users can enter into the form field. For details see [Setting Format](#).

Validate

Run a custom validation script to ensure that the value entered by users is correct. For details see [Setting Validation](#).

Calculate

Use **Calculate settings** to perform mathematical operations on form fields. For details see [Setting Calculation](#) for details.

If you want to use cookies for your text fields, set their lifecycle in the Preferences panel of the Organizer. For details see Preferences / Option Settings / [Miscellaneous](#).

Setting Format

Choose the format for data entered in text and combo boxes – such as number, percentage, date, and time. Choose **Special** for entering ZIP Codes (Postcodes), Phone Numbers, Social Security Numbers, or create an arbitrary mask.

Arbitrary Mask

Use the Arbitrary mask to specify a pattern of different types of characters users can enter in a given position. Here you can also define how data displays in the field. Use the following codes in the **Enter mask** field:

- **A**: represents letters.
- **X**: stands for all characters on the standard keyboard and ANSI characters within the ranges of: 32-126 and 128-255 (spaces and most printable characters).
- **O**: represents alphanumeric characters (A-Z, a-z, and 0-9).
- **9**: stands for numeric characters (0-9).

For example the mask AAA- #999-XXX: will accept the input DNN-#123-(9)

Custom Format

Use custom format to create your own custom JavaScript for data formats and keystroke validation. You can also define a special currency format and a special set of related keystrokes.

Setting Validation

You can choose to validate a form field by marking the **Run custom validation script** check box. This way you can control the data that users can enter into a given field. Form field validation helps avoiding typing errors.

Mark the check box, then click **Edit** and create your own Java Script in the dialog.

For numeric fields (**Format category**: number or percentage) you can also choose the **Field value is in range** option. Mark the radio button, then specify the range of values that the field accepts.

Setting Calculation

You can perform mathematical operations in text fields of your form. If you choose to assign calculations to a text field, you can either choose a pre-defined one, or write your own calculating Java Script. Otherwise mark **Value is not calculated**.

Using Pre-defined Operations

Click **Value is the type of the following fields** and choose a calculation from the list. Click **Pick** to select the form fields used in the given calculation. The following choices are available:

Sum(+): The form field will display the sum of all the fields specified in the list.

Product(x): The values in the fields you specify will be multiplied by each other, and the result will display in the calculation field.

Average: The calculation field will display the average of the values that users enter into the fields in the calculation list.

Minimum: The smallest value in the selected fields will display in the calculation field.

Maximum: The highest value in the selected fields will display in the calculation field.

Using Custom Java Script

Mark **Simplified field notation** or **Custom calculation script**. Click **Edit** to create or modify your script.

Setting Actions

To make form fields dynamic, you can assign different actions to them and set their parameters. Actions can include opening a web link, a file, importing and submitting form data and more. To assign actions to form fields, use **Set Action** in the Organizer.

The Trigger

Actions are launched by triggers. A trigger is an event that causes a pre-defined action to take place. You can also assign multiple actions to a single trigger.

The following triggers are available for form fields:

Mouse Up

This is the state of the mouse button when released after clicking.

Mouse Down

The state of the mouse button when it is pressed down during clicking. Most actions use this trigger.

Mouse Enter

This trigger launches the action when the mouse pointer moves over the pre-defined area.

Mouse Exit

This trigger launches the action when the mouse pointer moves out of the pre-defined area.

On Focus

The action is launched when the given form field receives the focus (either by mouse or tabbing).

On Blur

The action is launched when the focus moves over to another field.

Adding Form Actions

1. Select the form field.
2. Select your preferred trigger on the Form Properties panel of the Organizer.
3. Select the Action for the trigger, then click **Add** to specify its parameters. If you choose **Run Java Script** clicking on **Add** will enable you to edit it.

Action List Operations

If you assign more than one action to the same trigger, they will make up a list. You can edit this list as follows:

Up: Select an action and move it up the tree to set it run earlier in the sequence.

Down: Move an action down the list to set it run later.

Edit: Modify the parameters of the selected action.

Delete: Clear the selected action from the list.

Printing Documents

Choose a real physical printer.

PDF viewer(s) do not rely on “printer resident fonts” or “printer memory”, or even “versions of printer driver”. The point is -- if you can display the PDF on screen, you should be able to print it without any problem.

Using the File / Print Command

On top of the print dialog box, select the **Printer** and optionally click the **Properties** button to choose printer specific printing options.

Preview

The preview area shows the size of the paper and how the PDF pages will be printed on the paper.

Print Options

Print: You can print **All Pages**, **Current Page**, **Current View**, or specify **Page Ranges**.

Copies: Tells how many copies are needed.

Collate: Arrange multiple copies into separate documents.

Subset: Choose **All Pages**, **Even Pages**, or **Odd Pages**.

Reverse: Print pages in reverse order.

Print as Image: Choose this if you want the PDF pages saved as images, for instance to move them to a printer at a different location.

Zoom Options

The Zoom options tell how to scale pages on paper.

None: Do not scale the page.

Fit to paper: Scales pages to fit in the paper currently available in the printer. Usually you can choose different paper sizes in the Printer Properties dialog box.

Shrink large pages: Reduce large pages to fit in the paper.

Choose paper by PDF page size: Select the paper tray according to the page size – this feature is printer-dependent.

Split pages to multiple sheets: Print oversized pages onto multiple sheets.

Multiple pages per sheet: Print multiple pages onto one sheet. You can decide how many pages to combine.

Auto-Rotate and Center: Rotate and center the page according to the paper size.

Remove Margin: Print document without margins.

Print What

Choose either **Document and markups**, **Document contents**, or **Form fields only**.

Show print status: Gives you a chance to terminate the printing.

EXPORTING PDF FILES

PDF Converter Professional 3 has a component, called PDF Converter 3 that lets you transform PDF pages or documents into fully editable files. The supported formats are Microsoft® Word™, Microsoft Excel™, Corel® WordPerfect® and generic RTF files.

PDF Converter has two main dialog boxes:

[PDF Converter Assistant](#)

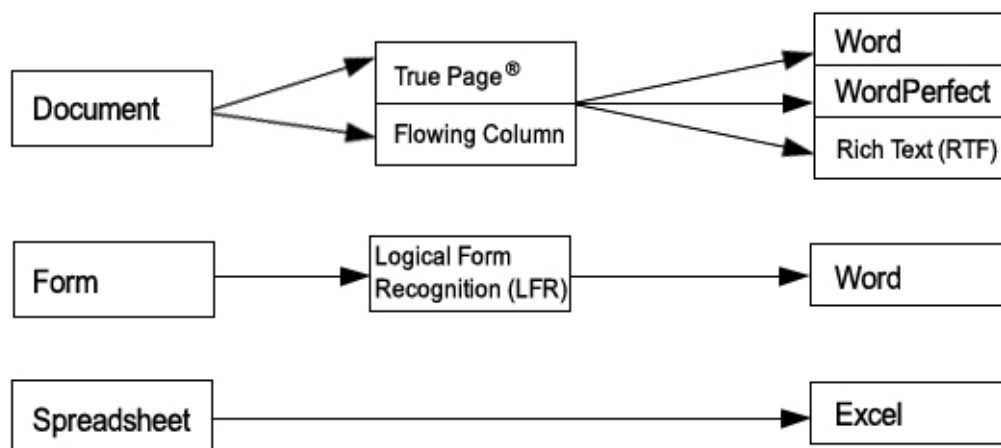
This lets you start conversions, giving you a preview of the PDF file to be converted and providing control over the process.

[PDF Converter Settings](#)

This can be called from the Tools menu of PDF Converter Professional 3, of Microsoft Word, Excel, or WordPerfect. When called from Word, it lets you choose whether to use the PDF Converter Assistant or not for future conversions started from the Microsoft Word Open dialog box. It also provides access to other settings.

PDF Converter distinguishes three types of PDF conversions:

[Document](#), [Form](#) and [Spreadsheet](#) conversions. The following diagram shows how they relate to target applications:



You must specify before starting which type of conversion you want, because PDF Converter uses different algorithms for each. When you use the [PDF Converter Assistant](#), specify this in its first panel ([Preview](#)). If you dismiss the Assistant (in the File Open Settings panel of the PDF Converter Settings dialog box), you must specify whether future one-click processing from inside Word will be converting PDF

files as documents or forms. Your settings are stored separately for each type of conversion.

Language support

When converting PDF files as **documents** or **spreadsheets**, ScanSoft PDF Converter can handle over a hundred languages using the Latin alphabet, including Catalan, Czech, Danish, Dutch, English, Finnish, French, German, Hungarian, Italian, Norwegian, Polish, Portuguese, Spanish and Swedish. It can convert multi-lingual documents. When converting PDF files as forms, eleven languages are supported. A full list of [supported languages](#) is provided.

Converting image-only pages with OCR ([Document Options](#) panel) needs also a language choice. Click Settings to check the language selection. The same language selection is valid for recognizing non-standard encoded pages.

How to get Help

This product is supplied with a printed Quick Reference Guide giving mainly installation and activation guidance. The last part of this Guide explains how to unlock files. This guide is available in a PDF file on the CD and after installation in the program folder, named PDF Pro 3 Quick Reference Guide-xxx.pdf, where xxx denotes your installation language. It can also be accessed from the About panel. When the program is delivered electronically, this PDF document should be consulted. It is available at the download site.

All program screens and some warning messages have Help buttons.



Press **F1** or click the **Help** button when the About panel is displayed to open the online Help provided in a PDF file. Use the bookmarks or the search function in your PDF viewer to find the information you need.

Converting PDF Files

You can start converting

- from inside PDF Converter Professional 3
- using PDF Converter Assistant
- from other places.

Starting PDF conversion from inside PDF Converter Professional 3

Converting can be started from inside PDF Converter Professional 3 once you have a PDF file opened. You can change the PDF Converter settings by using Tools / **Export Settings...** prior to starting a conversion.



To start conversion, click the button and choose one of the following menu items:

PDF to Word Document: Select this to convert the currently active PDF document into a Word file. Conversion begins immediately after naming the target file in the Save as dialog box. The current document settings are used.

PDF to Word Form: Select this to convert a PDF file containing forms. They can be static or dynamic. Conversion begins immediately after naming the target file in the Save as dialog box. The current form settings are used.

PDF to Excel: Select this to convert a PDF file containing tables or table-like spreadsheets that you want converted to Microsoft Excel spreadsheets. Conversion begins immediately after naming the target file in the Save as dialog box. The current spreadsheet settings are used.

PDF to WordPerfect: Select this to convert a document into a Corel WordPerfect file. Conversion begins immediately after naming the target file in the Save as dialog box. The current document settings are used.

Starting PDF conversion through the PDF Converter Assistant

If you start PDF conversion from outside PDF Converter Professional Pro, the Assistant is always accessible. From some starting places it is the only choice, from others direct conversions are also offered. For details see [Starting PDF conversion from other places](#).

1. Choose **PDF Converter Assistant** from the sub-menu. The PDF Converter Assistant appears displaying its [Preview panel](#).
2. Decide the output file format first.
 - o Select **Document** for general conversions and then choose Microsoft Word, WordPerfect or Rich Text Format under Target.
 - o Select **Form** for PDF files containing forms. The only target application is Microsoft Word in this case.

- o Select **Spreadsheet** for PDF files containing tables that you want converted to spreadsheets. The only target application is Microsoft Excel.
- 3. Enter a PDF file name with full path and extension or browse to select a file and click **Open**. A preview of the first PDF page appears.
- 4. Use the navigation buttons to view other pages.
- 5. Accept or modify the offered name and path for the output file to be created. The offered name and path are those of the input PDF. Only the extension is changed from PDF to DOC, RTF or XLS depending on your previous choice under Convert as.
- 6. Use the checkmark under the file names to have the converted document opened in the target application.
- 7. Set a page range if desired. See [Preview](#) panel.
- 8. Move through other PDF Converter Assistant panels specifying settings. See [Document Options](#) panel, [Form Options](#) panel and [Spreadsheet Options](#) panel. Only one of these panels will be active, depending on the choice made under point 3.
- 9. Click **Convert** to begin conversion according to your settings.
- 10. The converted file is saved to disk under the name you specified. It is loaded into the target application if you requested that.

Starting PDF conversion from other places

You can also call PDF Converter from other places. In these cases PDF Converter Assistant is always available.

- 1. The  **Open PDF** button in the ScanSoft PDF Toolbar in **Microsoft Word**
- 2. The Open dialog box in **Microsoft Word**
- 3. From **Microsoft Outlook**
- 4. From **Microsoft Internet Explorer**
- 5. From **Windows Explorer**
- 6. From **Microsoft Excel**
- 7. From **Corel WordPerfect**.

The Open PDF button in a Microsoft Word toolbar

- 1. Click the  **Open PDF** button in the ScanSoft PDF Toolbar or the **Open PDF...** item in the File menu. The Open dialog box appears and behind it the PDF Converter Assistant with its Preview panel.

2. Enter a PDF file name with full path and extension or browse to select a file and click **Open**. A preview of the first PDF page appears in the Assistant.
3. Decide the conversion type: **Document** or **Form**.
4. Use the navigation buttons to view other pages.
5. Accept or modify the offered name and path for the Word file to be created. The offered name and path are those of the input PDF. Only the extension is changed from PDF to DOC. The named file will be displayed in Microsoft Word when conversion is finished.
6. Set a page range if desired. See [Preview](#) panel.
7. Move through other PDF Converter Assistant panels specifying settings. See [Document Options](#) panel and [Form Options](#) panel.
8. Click **Open** to begin conversion according to your settings.
9. The converted file is saved to disk under the name you specified, and is loaded into Microsoft Word.

Note: If you do not see the **Open PDF** button in a toolbar, go to View / **Toolbars** and select the **ScanSoft PDF Toolbar**.

The Open dialog box in Microsoft Word

1. Click **Open** or go to the Microsoft Word File menu and click **Open**.
2. Click the **PDF (Portable Document Format) (*.pdf)** format in the Files of type box.
3. Select the PDF file you want to convert. Multiple selection is possible.
4. Click **Open**.
5. Conversion starts with or without the PDF Converter Assistant, as specified in [PDF Converter Settings](#).
6. If the PDF Converter Assistant is enabled, the PDF is previewed and you can change settings as described above, and then start the conversion. If the PDF Converter Assistant is disabled, conversion starts immediately, using existing settings.
7. The progress monitor is displayed along with a series of tips.
8. The converted, editable document is displayed in Microsoft Word. See the note at the end of this topic on saving the file.

Note: You can select two or more PDF files from a folder; each file will be converted into a separate Word document, each waiting to be saved with **Save As...** From all other starting places, only one file can be converted at a time.

From Microsoft Outlook

1. Select a message that has a PDF attachment. The PDF Converter button will become active.
2. Click the **PDF Converter** button  in the Outlook toolbar or in the message toolbar. A dialog box appears.
3. If the message has more than one PDF, select which PDF to convert.
4. Choose **Use PDF Converter Assistant** to preview the PDF and change settings as described above, then start the conversion. For direct conversions, choose **Convert PDF without Assistant** and then choose a target application for your output file from the selection box. In the latter case, conversion starts when you click OK, using existing settings.
5. The progress monitor is displayed along with a series of tips.
6. The converted, editable document is displayed in the target application, provided the **View converted document** option is active.

Note: For direct conversions the save path is **My Documents**, i.e. you will find the converted file in the selected output file format under My Documents. When you use the PDF Converter Assistant, the default save path is **My Documents**, but you can change the path under **Save as** before starting conversion.

From Microsoft Internet Explorer

1. Right click on a hyperlink leading to a PDF file or to an HTML page hosting a PDF.
2. Choose **Open with ScanSoft PDF Converter 3.0** from the shortcut menu. This menu item appears for all hyperlinks but has an effect only when the link leads to a PDF.
3. Conversion is always performed through PDF Converter Assistant.

From Windows Explorer

1. Right-click on a PDF icon or file name in Windows Explorer or a PDF icon on your desktop.
2. Choose **Convert PDF** from the shortcut menu and then choose a processing method and a target application (Word, WordPerfect or Excel) or use PDF Converter Assistant.

From Microsoft Excel

1. Click the  **Open PDF** button in a Microsoft Excel toolbar or the **Open PDF...** item in the File menu. The Open dialog box appears.
2. Enter a PDF file name with full path and extension or browse to select a file and click **Open**. A preview of the first PDF page appears in the **Preview** panel of the PDF Converter Assistant.
3. Use the navigation buttons to view other pages.

4. Accept or modify the offered name and path for the output file to be created. The offered name and path are those of the input PDF. Only the extension is changed from PDF to XLS. The named file will be displayed in the target application when conversion is finished.
5. Set a page range if desired. See [Preview](#) panel.
6. Move to the [Spreadsheet Options](#) panel to specify settings. Check the language setting for image-only pages if you want to use the [built-in OCR](#) for recognizing page content.
7. Click **Open** to begin conversion according to your settings.
8. The converted file is saved to disk under the name you specified, and is loaded into Microsoft Excel.

Note: If you do not see the **Open PDF** button in a toolbar, go to View / **Toolbars** and select **ScanSoft PDF Toolbar**.

From Corel WordPerfect

1. Click the **Open PDF...** item in the File menu. The Open dialog box appears.
2. Enter a PDF file name with full path and extension or browse to select a file and click **Open**. A preview of the first PDF page appears in the [Preview](#) panel of the PDF Converter Assistant.
3. Use the navigation buttons to view other pages.
4. Accept or modify the offered name and path for the output file to be created. The offered name and path are those of the input PDF. Only the extension is changed from PDF to WPD. The named file will be displayed in the target application when conversion is finished.
5. Set a page range if desired. See [Preview](#) panel.
6. Specify settings if required in the [Document Options](#) panel.
7. Click **Open** to begin conversion according to your settings.
8. The converted file is saved to disk under the name you specified, and is loaded into WordPerfect.

Note: In all cases, you can cancel the conversion process by pressing **Escape**. If you start the program when it is already running, a second instance is started.

Note: ScanSoft PDF Converter integration in Microsoft Outlook, Internet Explorer, Microsoft Office and WordPerfect Office can each be enabled and disabled in the Enable Shortcuts panel of the PDF Converter Settings dialog box.

PDF Converter Assistant

The PDF Converter Assistant gives you control over the conversion process. Access the Assistant from

- the  **Open PDF** button in a Word or Excel toolbar or the **Open PDF...** item in the File menu of Microsoft Word, Excel or Corel WordPerfect,
- the Internet Explorer using the **Open with ScanSoft PDF Converter** shortcut menu item,
- the Windows Explorer using Convert PDF / **Using PDF Converter Assistant** shortcut menu item.

In these cases you name the input PDF file and the target file in the Assistant before conversion begins.

You can choose to use or dismiss the Assistant when starting conversions from

- Microsoft Outlook
- Windows Explorer.

The PDF Converter Assistant offers the following panels:

[Preview](#)

This shows a preview of the PDF and lets you define the conversion type (Document / Form / Spreadsheet), the output format (Word or WordPerfect for documents, Word for forms or Excel for spreadsheets) and the page range.

[Document Options](#)

This panel always appears when:

- Document processing is selected in the Preview panel.
- PDF Converter Settings is selected from Microsoft Word Tools menu.
- Processing is started from WordPerfect.

It lets you decide how image-only pages, layout, color conversion and resolution for graphic elements should be handled and which languages should be recognized during a conversion with OCR.

[Form Options](#)

This panel always appears when:

- Form Processing is selected in the Preview panel.
- PDF Converter Settings is selected from the Microsoft Word Tools menu.

It allows you to choose from eleven languages or select Multi-lingual, and lets you retain color images or convert them to B&W.

[Spreadsheet Options](#)

This panel always appears when:

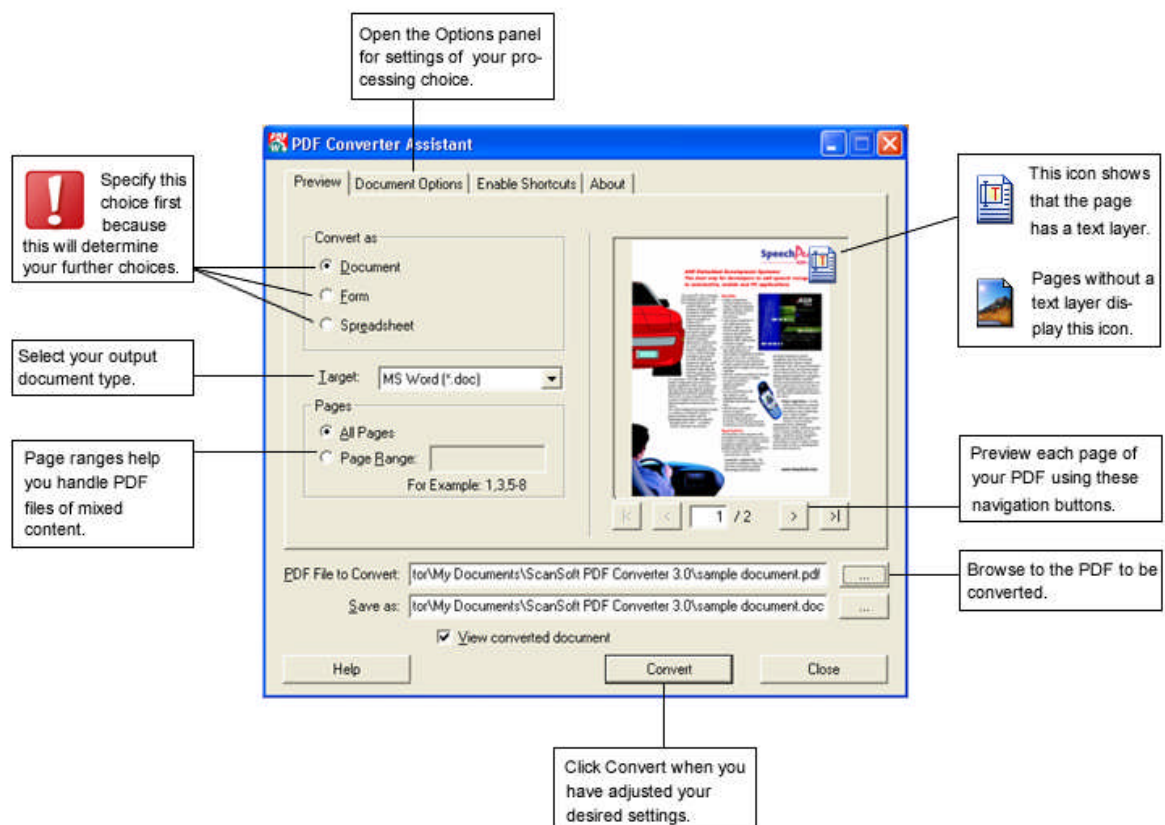
- Spreadsheet Processing is selected in the Preview panel.
- PDF Converter Settings is selected from the Microsoft Excel Tools menu.

It lets you decide how image-only pages, color conversion and resolution for graphic elements should be handled and which languages should be recognized during a conversion with OCR.

[About](#)

This shows version and serial numbers and provides access to product support and latest update.

Preview Panel



Convert as

Choose one of the following options to define the type of conversion you want:

- **Document**: The pages have body text and maybe titles, columns, tables and pictures.
- **Form**: The pages have spaces, answer boxes, comb boxes, checkmarks and similar elements for collecting information.
- **Spreadsheet**: The tables in the input document will be converted to Excel worksheets.

For Documents, you can also choose a target output format: Word, WordPerfect or Rich Text. For Forms Microsoft Word is the only choice and for Spreadsheets MS Excel. Depending on your choice, the panel Document Options, Form Options or Spreadsheet Options is available. Sometimes, form-like PDF files can also be processed successfully as documents. For more guidance, see [Converting Forms](#), [Converting Documents](#) and [Converting Tables to Spreadsheets](#).

Preview

Once an input PDF file name is chosen, a preview of its first page appears in the Preview pane. Click inside it to see an enlarged view in a separate window. Close this window with OK if you want to view other pages. Use the navigation buttons to go to the next page, last page, previous page and first page. The display shows how many pages are in the file.

The icon in the top-right corner of the Preview panel gives page information:



A text layer was detected for this page. It can be converted to editable text.



This page is image-only. No text layer was detected, or password protection prohibits access to the text layer. PDF Converter can generate editable text from this page, but must use its [built-in Optical Character Recognition](#) (OCR) for this. See [Image-only PDF Files](#) and [Protected PDF Files](#).

Page Range

The default value is **All Pages**. After each conversion, this setting reverts to **All Pages**. Specify a page range using a hyphen and commas to separate instructions.

Example	Pages to be converted
2	Page 2 only
3-7	Pages 3, 4, 5, 6 and 7

Example	Pages to be converted
8-4	Pages 8, 7, 6, 5 and 4
-5	Pages 1, 2 ,3 ,4 and 5
11-	All pages from 11 to end of file
2-4, 6, 9-7	Pages 2, 3, 4, 6, 9, 8, 7
- 3, 15-18, 22-20	Pages 1, 2, 3, 15, 16, 17, 18, 22, 21, 20

When you perform a one-click conversion without calling the PDF Converter Assistant, all pages in the PDF are converted.

Document Options Panel

This panel appears in the PDF Converter Assistant and also in the PDF Converter Settings dialog box. It is available in the Assistant only if **Document** is selected under **Convert as** in the [Preview](#) panel.

Image-only Pages

PDF Converter converts image-only PDF pages using Optical Character Recognition (OCR). An icon in the top-right corner of the [Preview](#) panel tells you whether the displayed page has a text layer or not. Choose here how PDF Converter should handle image-only pages:

Convert Page with OCR

PDF Converter will perform the conversion by calling its [built-in OCR](#). Full language support is available with more than 100 languages.

Settings

You can change the recognition language and the reject character under **Settings**. To achieve the best accuracy, select only the languages your document contains. Unrecognizable characters are represented by a reject character which is a tilde ~ by default. You can change this reject character if you wish.

Skip

Image-only pages will be skipped. When pages are skipped, you will be notified at the end of processing. The converted document will have fewer pages than the source PDF.

Add to Document as Image

Image-only pages will appear in the target file as full-page images. Text on those pages will not be editable, but the pages can be printed. You will be notified at the end of processing if pages were transferred as image. The target file may be large; you can reduce file size by setting **Color Conversion** to **Grayscale** or **Black-and-White** or lowering the resolution for graphics elsewhere in this panel.

Inspect First Pages

Select the inspection checkmark to have the first pages of PDF files inspected. Define how many pages should be inspected by entering a value between 1 and 10. We suggest placing a value of at least 2 because many PDF files have an image-only cover page followed by pages with text layers.

Note: There is one password protection scenario in which the PDF will be treated as if it were image-only and will be handled according to your settings here. See [Protected PDF Files](#).

Retain

Choose which elements to retain or drop during the conversion.

Rule Lines

Retain or drop dividing lines in tables and other lines on the page.

Headers and Footers

Select this to have headers and footers detected and transmitted to the target application. De-select this to have headers and footers transferred as normal text elements.

Hyperlinks

Select this to have hyperlinks detected and transferred. De-select this to have link text transferred as normal text.

Text and Background Color

Select this to have text coloring transferred to the Word document. Shaded and colored backgrounds will also be transferred. De-select this to have all text transferred as black, and colored or shaded backgrounds converted to white. De-selecting this setting does not prevent the transfer of colored or grayscale graphics.

Selecting this is recommended when the PDF contains colored texts or backgrounds because layout retention is likely to be better. De-selecting this when the PDF does not contain colored texts and backgrounds will speed up conversions.

Layout

PDF Converter retains page layout as faithfully as possible. Choose from two layout styles:

Flowing Column

Graphics and framed elements are placed in text boxes. Whenever possible, other text is transferred without using text boxes, so text flows from one column to another. This setting is recommended when the PDF has a typical columnar structure, when the text flow is from top-to-bottom and left-to-right. This setting is not recommended for converting form-like PDF files.

True Page

When using True Page[®], all elements are placed in text boxes, including text in columns. This setting is recommended for pages with a complex layout containing many framed elements and when the text flow between columns is untypical. This setting can be used for general documents, and may also be used to convert form-like PDF files. See [Converting Forms](#).

If layout has changed during conversion, try reprocessing the PDF file with the other setting.

Use PDF tags

Tags contain information on paragraphs and other elements on a PDF page, to allow programs reading the PDF to have some knowledge of the page layout and structure. Select this to give PDF Converter access to this information. It will use this in addition to its own page layout detection. Not all PDF files contain tags.

Recognize non-standard encoded pages

Most PDF files use standard character encoding. If not this is the case, enable this option to extract text using OCR. Language selection made in the OCR Settings dialog box will be used.

Color Conversion

There are three color categories: **Color**, **Grayscale**, **Black-and-white**.

Same as Original

Select this to create an output file with the same color category as the original. You must select this if you want color to appear in your converted document.

Grayscale

Select this to have color pages converted to grayscale. Grayscale pages remain as grayscale; black-and-white pages remain as black-and-white.

Black-and-White

Select this to have color and grayscale pages converted to black-and-white. This will deliver smaller file sizes, but grayscale or color pictures will lose all their detail.

Note: The Color Conversion setting and the Resolution setting are applied to all graphics in the PDF file, and also to image-only pages in the PDF when they are transferred as image pages into the target application.

Resolution for Graphic Elements

Choose a maximum permitted resolution value, from 72 to 300 dots per inch (dpi). If the PDF has images with a lower value than you specify, the resolution in the target application will be the same as in the PDF. If the PDF file has images with a higher value than you specify, they will be reduced to the given value.

When the PDF has large images, or it has many image-only pages and you requested that these be transferred as image, the resolution setting strongly influences the size of the resulting file. A lower resolution is suitable for web display, but higher resolution is recommended for printing.

See [Converting Documents](#).

Form Options Panel

This panel appears in the PDF Converter Assistant and also in the PDF Converter Settings dialog box. It is available in the Assistant only if **Form** is selected under **Convert as** in the [Preview](#) panel.

Define options for converting form-like PDF files using [Logical Form Recognition](#) technology.

Language

Choose the language the PDF file is written in, for best conversion accuracy. Choose Multi-lingual at the end of the list only if the PDF file really contains text in more than one language. This setting enables all eleven listed languages. For better accuracy, de-select Multi-lingual when it is no longer needed. See [Supported Languages](#).

Convert Color Images to Black-and-White

Select this to drop color from the PDF and receive black-and-white Word documents. De-select this to receive Word documents with color. Grayscale PDF files are always transformed to black-and-white Word documents.

Note: You can also convert form-like PDF files by considering them documents and selecting True Page layout. See [Converting Forms](#).

Spreadsheet Options Panel

The following options can be chosen in this panel: Image-only Pages, PDF Tags, Color Conversion, Non-standard encoded pages and Resolution for Graphic Elements. For details see the [Document Options](#) panel.

Settings for each processing type are stored separately to give you better control over conversions. This means your spreadsheet options will not be applied when you perform document conversions.

About Panel

This displays the version number and your serial number. You will need this information if you make online contact with Product Support using the button provided. Other buttons give access to the ScanSoft web site containing knowledge bases and user forums for different products, to Web Update reports and to the Quick Reference Guide.

Press the **Help** button while the About panel is displayed (or press **F1** any time) to see the Online Help in PDF format. The trademark acknowledgements appear in the topic [Additional Resources](#).

PDF Converter Settings

The PDF Converter Settings dialog box lets you prepare settings for future Document, Form and Spreadsheet conversions. Access this dialog box from the Tools menu by selecting **Export Settings**, or from the Tools menu of a target application: Microsoft Word, Microsoft Excel or Corel WordPerfect.

Depending where it was started from, the PDF Converter Settings dialog box contains different panels for Document, Form, or Spreadsheet Options.

Starting from PDF Converter Professional, all the three options panels (Document, Form and Spreadsheet), and additionally the Enable Shortcuts panel are available.

Starting from **Word**, both Document and Form Options are available. Additionally, on the [File Open Settings](#) panel you can decide whether to use the PDF Converter Assistant or to start fast processing with pre-defined settings.

Starting from **Excel**, only Spreadsheet Options are displayed.

Starting from **WordPerfect**, only Document Options can be set.

The PDF Converter Settings dialog box may present the following panels:

[File Open Settings](#), [Document Options](#), [Form Options](#), [Spreadsheet Options](#), [Enable Shortcuts](#), [About](#).

File Open Settings Panel

This panel appears only if PDF Converter Settings was invoked from the Tools menu of Word. Choose a method for all future conversions started from the Microsoft Word Open dialog box:



Use ScanSoft PDF Converter Assistant

Choose this to have full control over conversions: See page previews, select pages to convert, choose Document or Form conversion at processing time, and have access to all options. See [PDF Converter Assistant](#).



Automatically Convert as Documents

Choose this to have whole PDF files transformed to Word documents without interaction, using current [Document Options](#) settings. This one-click processing speeds your work when you have a repeating task with many PDF files coming from a known source and you have prior knowledge of the PDF content. If you do not need a preview of the file, want to convert all its pages, and are confident current settings are suitable, you can dismiss the PDF Converter Assistant and work more quickly.



Automatically Convert as Forms

Choose this to have whole form-like PDF files transformed to Word documents without interaction, using Logical Form Recognition technology, applying current settings as defined in the [Form Options](#) panel. If you want to process form-like PDF files as documents using True Page, you should select Document processing.

To restore use of the PDF Converter Assistant after disabling it, return to the File Open Settings panel by choosing **PDF Converter Settings** in the Tools menu inside Microsoft Word.

Enable Shortcuts Panel

This panel lets you enable or disable the integration of PDF Converter in other programs. It appears only when the PDF Converter Settings dialog box is called from Tools / Export Settings in PDF Converter Professional.

Microsoft Outlook

Enable this to place a PDF Converter button in the Outlook toolbar and in the toolbar of individual messages. It lets you convert PDF file attachments in your messages. Conversion can be performed with or without PDF Converter Assistant. You can select the target application and output format if the converter runs without Assistant. If a message has multiple PDF attachments, you will be asked to select one. Your enabling or disabling takes effect only when Outlook is restarted.

Microsoft Internet Explorer

Enable this to add a PDF Converter item to the shortcut menu that appears when you right-click on a link to a PDF file in a web page or to an HTML page hosting a PDF file. The referenced PDF file is converted. Your enabling or disabling takes effect only when Explorer is restarted.

Right Mouse Click

Enable this to add a PDF Converter item to the shortcut menu that appears when you right-click on a PDF icon or name in Windows Explorer or on your desktop.

Microsoft Office

Enable this to place a PDF Converter button in the Microsoft Outlook, Word and Excel toolbar.

WordPerfect Office

Enable this to add the **Open PDF** menu item to the File menu of Corel WordPerfect Office.

Converting Documents

When you specify conversion as a Document and not a Form, you invoke the program's normal conversion algorithms. These are governed by the settings in the [Document Options](#) panel. Two layout choices are available: Flowing Column and True Page®. The latter can sometimes be suitable for converting form-like PDF files. See [Converting Forms](#).

Additional information

- Not all PDF files can be converted directly, but must be passed through an Optical Character Recognition program.
- Microsoft Word can accept page sizes up to 22 x 22 inches (55.88 x 55.88 cm).
- Converting very big, multi-page PDF files, especially color files, may take several minutes.

To help you estimate the time necessary to convert a big document we publish some indicative speed data. The average time for converting a standard sized page is:

Black-and-white:	2.5 – 3.0 seconds
Grayscale:	3.2 – 3.8 seconds
Color page:	5.5 – 7.0 seconds.

These data were measured on a Pentium III computer with 1 GHz and 512 MB RAM.

- Graphics from the PDF pages will be reduced to the maximum permissible resolution you specified under [Document Options](#).
- If you cannot restore the layout as you wish, and you have OmniPage Pro, you can use it to convert the PDF. It offers more control over the formatting and conversion process than when the built-in OCR is used. See [When to Use OmniPage Pro](#).
- The language assigned to converted documents depends on your Windows local settings. If it should be different, select the whole converted document, or parts of it, and set the correct language using the menu item Tools\Language\Set Language in Microsoft Word or Tools\Language\Settings in WordPerfect.

Note: Encrypted (password-protected) PDF files, or those protected against printing or content extraction can be converted only if you can provide the necessary passwords. The program will request passwords if necessary. See [Protected PDF Files](#).

Sample document

The program is supplied with a sample document, located on the program CD, and also copied to the local computer, usually to the folder My documents. This location may vary, depending on your operating system.

The sample document shows a typical PDF the program is designed to convert, and provides a benchmark for conversion quality. Process it using both Flowing Column and True Page, to see the difference between them.

Converting Forms

Form conversions let you transform PDF files with form-like layout and content into editable Word documents. That means form-like elements will be detected in the PDF and reproduced in the Word document.

PDF Converter offers two ways of handling form-like PDF files:

Logical Form Recognition™

This uses a ScanSoft technology designed to analyze and reproduce form elements such as answer boxes, comb boxes and checkmarks. This technology includes the use of Optical Character Recognition.

How to start LFR conversion

Use the [Preview](#) panel in the PDF Converter Assistant. Under **Convert as**, choose **Form**. Specify the processing settings in the [Form Options](#) panel.

If you want to do one-click processing without the Assistant, open the [File Open Settings](#) panel in the PDF Converter Settings dialog box and choose **Automatically Convert as Forms**.

When to use LFR conversion

- When a significant part of the document contains form elements.
- When preserving the form elements is more important than transfer of the textual information on the form.
- When the PDF pages or file to be converted are all form-like.
- When the PDF has no text layer.
- When the [document language](#) is among those supported by the LFR technology.

Additional information

Since LFR uses OCR to perform the conversion, the language of the document must be specified under [Form Options](#). A multi-lingual setting is available.

The maximum number of pages in a form is 100 and the maximum page size is Legal (8.5 x 14 inches or 21.6 x 35.6 cm).

Grayscale PDF forms are always converted to black-and-white. Use [Form Options](#) to keep or drop color.

Hyperlinks in forms are transmitted as plain text.

If LFR conversion does not deliver the required results, try True Page.

True Page®

Form-like PDF files can also be handled by the general conversion algorithm in PDF Converter using the setting **True Page**.

How to start True Page conversion

Use the [Preview](#) panel in the PDF Converter Assistant. Under **Convert as**, choose **Document**. Go to the [Document Options](#) panel, choose **True Page** for Layout and specify other processing settings. If you want to do one-click processing without the Assistant, make sure **True Page** is selected, then open the [File Open Settings](#) panel in the PDF Converter Settings dialog box and choose **Automatically Convert as Documents**.

When to use True Page conversion

- When transfer of the textual information in the form is just as important as conserving the form layout.
- When the PDF contains a mixture of document-like and form-like pages.
- When the PDF file has pages with an extractable text layer.
- When the PDF has more than 100 pages.
- When the [document language](#) is not supported by the LFR technology.

Additional information

A language setting is not required. All the settings found in the [Document Options](#) panel are used during the conversion. If True Page conversion does not deliver the required results, try LFR.

Sample form

The program is supplied with a sample form, located on the program CD, and also copied to the local computer, usually to the folder My documents. This location may vary, depending on your operating system.

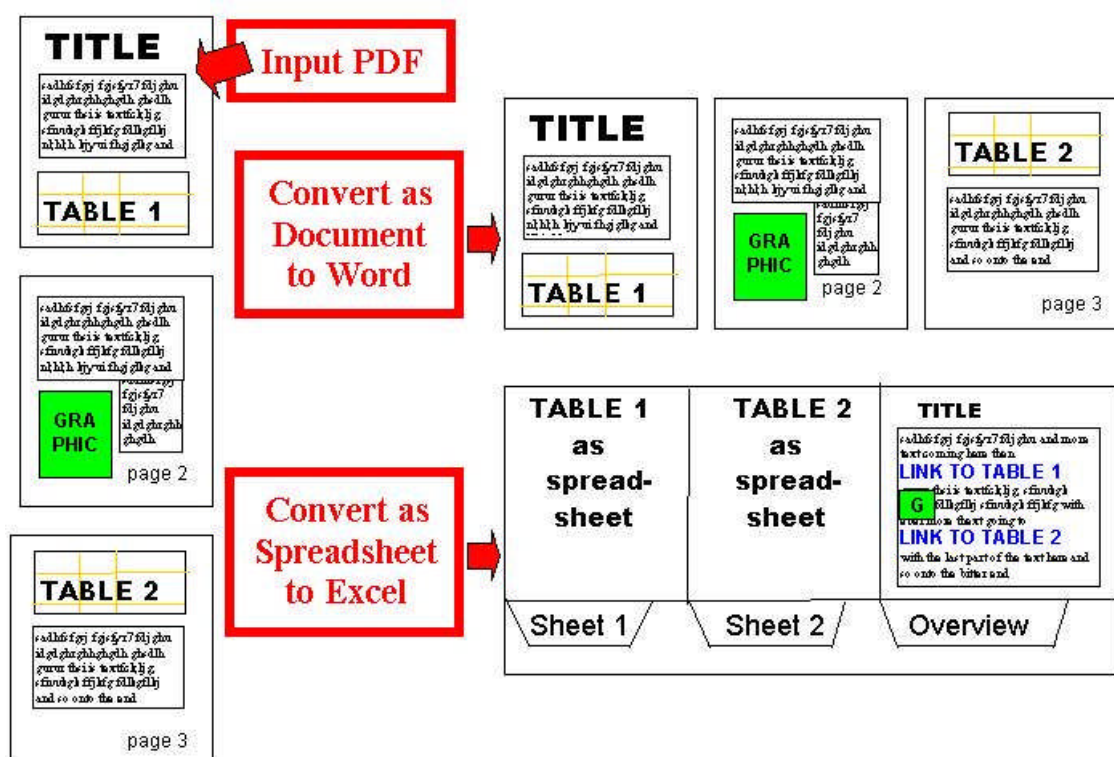
The sample form shows the type of PDF the program is designed to convert, and provides a benchmark for conversion quality. Process it using both of the above methods, to see the difference between them.

Note: The output Word document contains static form elements. You can activate them in Word to create a fillable Word form. ScanSoft PDF Converter Professional 3.0 allows you to create fillable PDF forms.

Converting Tables to Spreadsheets

This conversion can be used for PDF files containing partly or mainly tables or spreadsheets. Each detected table is converted and placed in a separate worksheet inside Microsoft Excel file (extension XLS). All content not detected as a table is placed in a separate worksheet at the end and it is named Overview. This Overview sheet contains hyperlinks leading to the relevant worksheet tables.

The following diagram summarizes the two ways you can convert tables. The example is a 3-page PDF file shown vertically on the left. It contains text, a title, a graphic and two tables. The top row shows the outcome when it is converted as a document. The bottom row shows the outcome in Excel when it is converted as a spreadsheet.



PDF files containing spreadsheets can also be converted, provided the spreadsheet has a tabular layout.

Handling Mixed PDF Files

A multi-page PDF document may contain tables and forms. Sometimes such documents can be converted using a single process: Document, Form or Spreadsheet. In other cases, however, you may prefer to do more than one conversion, as shown in the following example.

Page ranges help you to handle mixed PDF files in different layouts. For example let's see how to unlock a PDF containing two pages of text, a one-page summary table you want to do calculations on, and three pages of forms. To convert it most precisely, follow the steps described below.

To convert PDF files containing flowing texts, tables and forms

- Start PDF Converter Assistant from one of the following places: Windows Explorer, Internet Explorer, Microsoft Outlook.
- Decide the output file format first. Convert the two text pages of your PDF as **Document** and select **MS Word** as Target.
- Click , browse for your PDF file to be converted, select it and click **Open**.
- Select **Page Range** and type in "1-2" in our example.
- Check the output file name under **Save as**. If your PDF file is named as **sample.pdf**, the converter automatically offers **sample.doc** in the Save as edit box. Rewrite the file name if necessary.
- Click the **Document Options** tab and choose **Flowing Column** under Layout.
- Click **Convert**. The converted file will be saved under the given name and will be displayed in Word if **View converted document** was selected. Close Word.
- Click **Preview** in the PDF Converter Assistant.
- Select **Spreadsheet** in the Preview panel.
- Select **Page Range** and type "3" in the text box.
- Click **Spreadsheet Options** and make the necessary changes.
- Click **Convert**. The converted file will be saved under the given name (**sample.xls** if you did not change the offered output file name) and will be displayed in Excel if **View converted document** was selected. Close Excel.
- Click **Preview** in the PDF Converter Assistant, then select **Form**.
- Select **Page Range** and type "4-6" in the text box.
- Change the output file name under **Save as** to avoid overwriting the file created earlier. E.g. **sample1.doc**.
- Click **Form Options** and make changes if necessary.
- Click **Convert**. The converted file will be saved under the given name and will be displayed in Word if **View converted document** was selected. Close Word.

Editing After Converting

Editing Documents in Microsoft Word

If you defined the Word document name before converting, you can edit it freely. There are cases when the Word documents cannot be named beforehand; they are displayed in Word. You can edit these files without saving them first; however it is a good idea to save them with the **Save As** command, before large-scale editing. The source PDF file remains locked to other users until the converted file is saved.

PDF Converter is designed to replicate the original PDF pages as closely as possible, keeping columns, titles, pictures and framed elements as they were. The program offers two ways of having this done: **Flowing Columns** and **True Page**. The latter places all page elements in text boxes or frames. The former removes boxes when possible, and uses column and paragraph breaks and margin settings to format the page.

If the converted page looks different, it may need only a small amount of editing to restore it to the original layout, for instance, by removing or adding column or paragraph breaks.

First of all we recommend switching the  **Show / Hide** button ON to see how the converted document layout is expressed.

Columns

To remove columns

If you do not need the columns generated by the converter:

1. Click the  **Columns** button or select **Columns** from the Format menu.
2. Select **One** column.

To remove column breaks

The converter places column breaks at the end of the original columns to keep the original layout.

,.....Column Break,.....

To display the Column Break sign in Print Layout view, select Tools / Options / **View** and **All** under Formatting marks.

In some cases columnar text may not fit well in the available space of the resulting layout. In such cases, the column breaks at the end of the original columns may flow

into the following column, forcing the content of the next original column into the third column. Removing the column break can solve the problem easily.

The same action is required if you add a significant amount of text to the original.

To add column breaks

To specify exactly where the next column should begin, do the following:

1. Select **Break...** from the Insert menu.
2. Select **Column break**.

Frames and Text boxes

Graphics are put either in text boxes or frames. See 'The difference between a text box and a frame' topic in the Microsoft Word Help. If you choose Text in Boxes formatting, text blocks will also be placed in boxes. If the end of a paragraph is not visible scroll down in the text box to see it. Re-size the text box or select the text and reduce its point size until all the text is visible.

Tables

PDF files usually do not store tables as tables but just as a set of text strings originated from cells. The ScanSoft PDF Converter reconstructs the tables. This works more reliably with gridded tables (tables with cell separator lines), but it can also convert non-gridded tables.

Fonts

PDF Converter does not extract fonts embedded in the PDF. It interprets the sizes, shapes, weights and font types detected in the PDF, and uses the closest match it can find from the fonts installed on your system. A wide range of installed fonts will make font rendering more successful.

Warnings

The following warnings apply when the target DOC file was not named in advance. In those cases the converted files appear in Microsoft Word with their PDF names.

Do not click **Close** without modifying a converted document. This will cause the newly generated file to be lost. In Word's interpretation nothing has happened with the document and there seems to be no information to be lost. This way you can lose the result of a conversion that may have taken a long time to complete.

Do not click **Save**. This will cause the newly generated file to overwrite the original PDF. Always use **Save As**.

Do not click **Close** after modifying the file and then accept the offer to save the file to Word format. This will cause the newly generated file to overwrite the original PDF.

Editing documents in WordPerfect

1. Enable **Show ¶** in the View menu to make the end of paragraphs visible.
2. Select Tools / Settings / Display / **Symbols** and check that symbols you want displayed on screen are enabled.

If you need to restore the original layout (e.g. if a few words appear on a new page) you can modify margin settings by dragging the appropriate margin line.

If a picture has a larger frame than it had originally, the neighboring characters may slip to the next line. In this case you can select the picture and drag its handle to reduce the frame allowing characters to fit into their original place.

If text does not fit into a text box, enlarge the text box by clicking in it and dragging its handle.

Note: Text boxes are always used for **True Page**. They are avoided where possible in **Flowing Column** conversions, but are typically used when text rows and pictures are placed side-by-side.

Saving

You define the file name and path for the target file before conversion if you start processing from:

- The toolbar button  in Microsoft Word and Excel.
- The File menu item **Open PDF...** in Microsoft Word, Excel and Corel WordPerfect.

In these cases you must also choose an input PDF file name. The program offers the same name and path for the resulting target file. Accept this offer or modify it. When starting from inside a target application, the saved file is displayed. When starting from the Windows Start menu, display is optional.

If you open a PDF file in Microsoft Word with File / Open, the converted file is not saved, but is loaded into Microsoft Word as if it were still a PDF file.

So, do not click **Save**. This will cause the newly generated file to overwrite the original PDF.

1. Click File / **Save As...**
2. Choose the Word document format.
3. Modify the file name if desired.
4. Click **Save**.

Note: Until you use **Save As...** on the converted file, the original PDF remains open and cannot be accessed by other users.

The Built-In OCR

OCR is the process of extracting text from an image. This image can result from scanning a paper document, opening an electronic image file or a PDF file. Images do not have editable text characters, they have many tiny dots (pixels) that together form character shapes. These present a picture of the text on a page.

From character image ...

... to editable text



When To Use OmniPage Pro

Your PDF converter program offers a powerful [built-in OCR](#), similar to that in OmniPage Pro 14.

However, there can be advantages in using this ScanSoft® OmniPage Pro® Optical Character Recognition (OCR) program if you want more control over the OCR process.

- Convert selected page areas
- Choose from four formatting levels instead of two (see below)
- Win full control over the OCR process, including:
 - o The ability to manually zone pages
 - o Access to multi-lingual spell checking and proofing
 - o Dynamic verifier image display to speed up editing
 - o Voice readback facility
 - o And much more.
- Scan new pages into the converted document
- Add new pages from fax or image files
- Save to other formats, including OmniPage Pro's internal format for document sharing with other OmniPage users.

The four formatting levels offered for saving in OmniPage Pro are:

1. Flowing Page

The pages retain the layout of the originals. Graphics and framed elements are placed in text boxes. Whenever possible, other text is transferred without using text boxes. PDF Converter offers this under the name Flowing Column. See [Document Options](#).

2. True Page

The pages retain the layout of the originals, but all elements are placed in text boxes, including text in columns. PDF Converter offers this formatting. See [Document Options](#).

3. Retain Fonts and Paragraphs

Text is decolumnized, but text attributes, graphics and tables are retained.

4. No formatting

Text is decolumnized and rendered as plain text. Graphics and tables are retained, but not in their original locations. This option is convenient for users who want to reformat the PDF content.

Image-only PDF Files

PDF Converter 3.0 with its integrated OCR capability allows the conversion of image-only PDF files or PDF files that have a mixture of image-only and text-layer pages, into a selected target application.

An icon in the top-right corner of the PDF Converter Assistant [Preview](#) panel informs you about each page as it is displayed:



A text layer was detected for this page.



This page is image-only.

Navigate through all pages in the document. If you see both icons, or if the image-only icon displays for all pages, then use the [Document Options](#) panel to instruct the program how to handle image-only pages.

Non-Standard Encoding

Most PDF files use standard character encoding, but some use an internal file-specific solution.

Select the **Recognize non-standard encoded pages** checkbox in the Document Options panel to extract text using the [built-in Optical Character Recognition](#) (OCR).

Protected PDF Files

PDF Converter respects security settings applied to PDF files. PDF files can be protected by passwords and security settings. Two of these settings are examined by PDF Converter: Printing permitted or prohibited, and Copying Content permitted or prohibited.

Open password

This grants access to a file in accordance with its security settings.

Permissions password

This grants access to a file regardless of its security settings.

PDF Converter behavior

If you try to open a protected PDF file, a dialog box will invite you to supply the necessary password. Enter this carefully because only one attempt is permitted. One of three messages tells you which password is required:

Open password is sufficient

Please supply the open password or the permissions password. The file will be converted.

Permissions password is necessary

Please supply the permissions password to have the file converted. The open password cannot be used.

Permissions password is recommended

Please supply the permissions password if possible. This will allow the file to be converted. If you can supply only the open password, program behavior depends on which security settings are enabled.

If Copying Content is permitted, text conversion will be performed.

If Copying Content is prohibited but Printing is permitted, text conversion will be performed only if **Convert Page with OCR** was enabled.

If both Copying Content and Printing are prohibited, pages will be transferred as images (non-editable result) regardless of the **Convert Page with OCR** setting.

This information is true for both 40-bit and 128-bit encryption.

Signed PDF Files

Most types of digitally signed PDF files can be opened. The converted files carry no signature information and the signature on the original PDF is not altered.

Supported Languages

When ScanSoft PDF Converter performs **Document** or **Spreadsheet** conversions, it can handle over one hundred languages that use the Latin alphabet. In this case a language choice is not needed. Here is a full list of the supported languages:

Afrikaans, Albanian, Aymara, Basque, Bemba, Blackfoot, Breton, Bugotu, Catalan, Chamorro, Chuana (Tswana), Corsican, Croatian, Crow, Czech, Danish, Dutch, English, Esperanto, Estonian, Faroese, Fijian, Finnish, French, Frisian, Friulian, Gaelic (Irish), Gaelic (Scottish), Galician, Ganda, German, Guarani, Hani, Hawaiian, Hungarian, Icelandic, Ido, Indonesian, Interlingua, Italian, Inuit, Kasub, Kawa, Kikuyu, Kongo, Kpelle, Kurdish, Latin, Latvian, Lithuanian, Luba, Luxembourgian, Malagasy, Malay, Malinke, Maltese, Maori, Mayan, Miao, Minankabaw, Mohawk, Nahuatl, Norwegian, Nyanja, Occidental, Ojibway, Papiamentu, Pidgin English, Polish, Portuguese (Standard), Portuguese (Brazilian), Provençal, Quechua, Rhaetic, Romanian, Romany, Ruanda, Rundi, Sami, Samoan, Sardinian, Serbian, Shona, Sioux, Slovak, Slovenian, Somali, Sorbian (Wend), Sotho, Spanish, Sundanese, Swahili, Swazi, Swedish, Tagalog, Tahitian, Tinpo, Tongan, Tun, Turkish, Visayan, Welsh, Wolof, Xhosa, Zapotec and Zulu.

When ScanSoft PDF Converter converts image-only pages you have to choose a language the document or spreadsheet is written in. Click the **Settings** button to display the OCR Settings dialog box where you can make a selection. Multiple language selection is also allowed.

Language choice is also valid for recognizing non-standard encoded pages, if the relevant checkbox is enabled in the [Document Options](#) panel.

When ScanSoft PDF Converter performs **Form** conversions, it can handle the following languages:

Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Portuguese, Spanish and Swedish.

Also in this case a language choice is needed. Specify it in the [Form Options](#) panel of the PDF Converter Assistant. Choose **Multi-lingual** for forms using more than one of the above languages. Be sure to de-select **Multi-lingual** for single-language forms, to ensure better accuracy.

Troubleshooting For File Conversions

PDF couldn't be opened

The PDF file may be damaged, or created with very untypical settings using third-party software.

You cannot open a password protected PDF file

The PDF file may be protected by open and permissions passwords and by limitations on how the PDF may be used. See [Protected PDF Files](#).

Converted file has fewer pages than the original

Check the **Image-only Pages** options in the Document Options panel. If **Skip** is selected, the PDF Converter will leave out the image-only pages from the output file.

Converted file has some image-only pages

Check the **Image-only Pages** options in the [Document Options](#) panel. If the **Add to Document as Image** option is selected, all the pages without a text layer in the PDF file will be put as images in the converted file. Remember, in the [Preview](#) panel you can check whether the pages of a PDF file have a text layer or are image-only pages.



shows that a text layer was detected for a page.



shows the image-only pages.

Converted file has incorrect character display

The PDF file may use non-standard character encoding for some or all of its text. Enable the **Recognize non-standard encoded pages** option in the [Document Options](#) panel or in the [Spreadsheet Options](#) panel. Check also the language selection for recognizing non-standard encoded pages in the OCR Settings dialog box. To do this click the Settings button in the [Document Options](#) or [Spreadsheet Options](#) panel.

Uninstallation

1. Select **Add / Remove Programs** from the Control Panel.
2. Select ScanSoft PDF Professional 3.0.
3. Click **Remove** to uninstall the program or **Change** to auto-repair it.

A de-activation step is performed at the start of uninstallation, allowing you to reinstall the program later without re-activation problems. De-activation requires web access.

Additional Resources

Readme

This file includes last-minute information and troubleshooting. You can access it on the delivery CD, or from the installation folder (see Installation).

ScanSoft on the Web

You have the following links from the Help menu:

ScanSoft Home Page
Product Information
ScanSoft Online Store
Product Support
Get Latest Update (version info)

Third party licenses / notices for PDF Converter 3

LZW licensed from Unisys Corporation under U.S. Patent No. 4,558,302 and foreign counterparts.

The Independent JPEG Group's software, copyright © 1991-1995, Thomas G. Lane.

This software is based, in part, on the work of the Independent JPEG Group.

The software is based, in part, on the work of Colosseum Builders, Inc.

The software is based, in part, on the work of the FreeType Team.

The software is based, in part, on the work of Catharon Productions, Inc.

The software is based, in part, on the work of Kakadu Software.

Zlib copyright © 1995-1998 Jean-loup Gailly and Mark Adler.

The word verification, spelling and hyphenation portions of this product are based, in part, on Proximity Linguistic Technology.

The Proximity Hyphenation System © Copyright 1988. All Rights Reserved. Proximity Technology Inc.

The Proximity / Merriam-Webster American English Linguibases. © Copyright 1982, 1983, 1987, 1988 Merriam-Webster Inc. © Copyright 1982, 1983, 1987, 1988 Proximity Technology Inc. Words are checked against the 116,000, 80,821, 92,641, 106,713, 118,533, 91,928, 103,792, 130,690, and 140,713 word Proximity / Merriam-Webster Linguibases.

The Proximity / Collins British English Linguibases. © Copyright 1985 William Collins Sons & Co. Ltd. Legal and Medical Supplements © Copyright 1982 Merriam-Webster Inc. © Copyright 1982, 1985 Proximity Technology, Inc. Words are checked against the 80,307, 90,406, 105,785, 115,784 word Proximity / Collins Linguibases.

Trademarks

Productivity Without Boundaries, ScanSoft, the ScanSoft logo, OmniPage, True Page and Logical Form Recognition are trademarks or registered trademarks of ScanSoft, Inc. or its affiliate companies in the United States of America and / or other countries. Microsoft, Windows and Outlook are registered trademarks and / or trademarks of Microsoft Corporation in the United States and other

countries. Adobe Acrobat and Adobe Reader are registered trademarks of Adobe Systems Incorporated in the United States of America and / or other countries. All other company names or product names may be trademarks of their respective owners.

Third party licenses / notices for PDF Create! 3

ScanSoft® PDF Create! 3 Documentation

ScanSoft, Inc. provides this publication without representation or warranty of any kind. ScanSoft, Inc. reserves the right to revise this publication and to change the information contained in this publication without further notice.

Copyright © 2005 ScanSoft, Inc. All rights reserved.

Without limiting the rights under copyright reserved above, no part of this publication may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means, including, without limitation, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of ScanSoft, Inc.

ScanSoft and the PDF Create! logo are registered trademarks or trademarks of ScanSoft, Inc. in the United States and/or other countries. All other company names and product names in this publication may be the trademarks of their respective owners, including the following:

Microsoft, Windows, Microsoft Word, Excel, Explorer and PowerPoint are registered trademarks and/or trademarks of Microsoft Corporation in the U.S. and other countries. Adobe Acrobat and Adobe Reader are trademarks of Adobe Systems Inc. InstallShield is a registered trademark of InstallShield Software Corporation. Pentium is a trademark of Intel Corporation. Zeon and DocuCom are trademarks of Zeon Corporation or its subsidiaries and may be registered in certain jurisdictions.

ScanSoft® PDF Converter Professional. Copyright © 1995-2005 ScanSoft, Inc.

A publication of

ScanSoft, Inc.
9 Centennial Drive
Peabody, MA 01960
United States of America

ScanSoft, Inc.

END-USER LICENSE AGREEMENT

The software and materials provided with this agreement are licensed, not sold, and are available for use only under the terms of this license agreement. Please read this agreement carefully. By downloading, installing, copying, or otherwise using the software, you agree to be bound by the terms and conditions of this agreement and become a party to this agreement. If you do not agree with all of the terms and conditions of this agreement, do not download, install, copy or otherwise use the software.

This ScanSoft, Inc. ("ScanSoft") End User License Agreement ("Agreement") accompanies a ScanSoft software product in machine-executable binary code and related explanatory written materials ("Software"). The term "Software" shall also include any modified versions or updates of the Software licensed to you ("Licensee") by ScanSoft, but does not include source code for the ScanSoft software product. You may install and use a modified version, update, or upgrade of the Software only if you have a validly licensed full version of the Software being modified, updated, or upgraded. If you download, install, copy, or otherwise use a modified version, update, or upgrade of the Software, then this Agreement terminates as to the previous version of the Software, and you have a license only to such modified version, update, or upgrade of the Software under the terms of this Agreement. This copy of the Software is licensed to you, Licensee, as the end user, subject to all of the terms and conditions of this Agreement.

LICENSE GRANT. Subject to the terms and conditions of this Agreement, ScanSoft grants Licensee a non-exclusive and non-transferable license only to: (a) install and use for personal or internal business purposes one copy of the Software on a single computer; (b) install and use for personal or internal business purposes one copy of the Software on either a single portable computer or a single home computer, provided that such copy is not used concurrently with the copy in section (a) above; (c) make a single copy of the Software solely for archival purposes; and (d) store or install a copy of the Software on a storage device such as a network server, used only to install or run the Software on your other computers over an internal network, provided that you acquire and dedicate a separate license for each separate computer on which the Software is installed, run or otherwise accessed from the storage device. A single license for the Software does not allow you to share the Software or use it concurrently on different computers or for others other than the Licensee to access, install, download, copy or otherwise use the functionality of the Software.

MULTIPLE LICENSE PACK. If Licensee has purchased a Multiple License Pack, Licensee may make additional copies of the Software not to exceed the number of licenses purchased. Licensee may use each copy solely in the manner specified in this Agreement.

ACTIVATION. ScanSoft has included features in the Software to prevent unlicensed use of the Software. You agree that ScanSoft may do so. In particular, use of the Software requires that Licensee activate the Software through the Internet as described during the installation set up of the Software. During such activation, ScanSoft may collect certain non-personal technical information from your computer concerning your computer or network. You agree that ScanSoft may do so. You may be required to reactivate the Software if you modify your computer hardware or the Software.

NOTIFICATIONS. The Software contains a component that will automatically activate your Internet browser and attempt to initiate a connection through the Internet to a website maintained by ScanSoft that contains notification information related to the Software. This connection will be made using the Internet connections and telephone lines under your control. From time to time, you may receive notices about the Software or other information through this Internet connection. By installing the Software on your computer, you hereby consent to have the Software initiate a connection through the Internet to ScanSoft's website, to use your resources to connect to such website, and to receive notices about the Software and other information through this Internet connection.

RESTRICTIONS. Except as otherwise expressly permitted in this Agreement, Licensee may not: (i) reproduce or copy any of the Software; (ii) modify or create any derivative works of the Software, including translation or localization; (iii) decompile, disassemble, reverse engineer, or otherwise attempt to derive the source code for the Software; (iv) redistribute, encumber, sell, rent, lease, sublicense, or otherwise transfer rights to the Software; (v) remove or alter any trademark, logo, copyright or other proprietary notices, legends, symbols or labels in the Software; (vi) provide service bureau services using the Software or otherwise use the Software to process data or information supplied by a third party for the benefit of such third party without ScanSoft's prior express written consent, which may be given in ScanSoft's sole discretion; or (vii) copy the printed materials accompanying the Software. Any changes to, modifications to, or derivative works of the Software shall become the exclusive property of ScanSoft.

TERMINATION. Without prejudice to any other rights, ScanSoft may terminate this Agreement if Licensee breaches any of its terms and conditions. Upon termination, Licensee shall destroy all copies of the Software.

PROPRIETARY RIGHTS. Title, ownership rights, and intellectual property rights in the Software shall remain in ScanSoft and/or its suppliers or licensors. Licensee acknowledges such ownership and intellectual property rights and will not take any action to jeopardize, limit or interfere in any manner with ScanSoft's or its suppliers' or licensors' ownership of or rights with respect to the Software. The Software is protected by copyright and other intellectual property laws and by international treaties.

DISCLAIMER OF WARRANTY. THE SOFTWARE (INCLUDING WITHOUT LIMITATION THE RELATED DOCUMENTATION) IS PROVIDED ON AN "AS IS" BASIS, WITHOUT WARRANTY OF ANY KIND, INCLUDING WITHOUT LIMITATION THE WARRANTIES THAT IT IS FREE OF DEFECTS, MERCHANTABLE, FIT FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THE SOFTWARE IS BORNE BY LICENSEE. SHOULD THE SOFTWARE PROVE DEFECTIVE IN ANY RESPECT, LICENSEE AND NOT SCANSOFT OR ITS SUPPLIERS OR RESELLERS ASSUMES THE ENTIRE COST OF ANY SERVICE AND REPAIR. THIS DISCLAIMER OF

WARRANTY CONSTITUTES AN ESSENTIAL PART OF THIS AGREEMENT. NO USE OF THE SOFTWARE IS AUTHORIZED HEREUNDER EXCEPT UNDER THIS DISCLAIMER. SOME STATES OR JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES OR LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY MAY LAST, SO THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU.

LIMITATION OF LIABILITY. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT WILL SCANSOFT OR ITS SUPPLIERS OR LICENSORS BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE USE OF OR INABILITY TO USE THE SOFTWARE, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF GOODWILL, WORK STOPPAGE, COMPUTER FAILURE OR MALFUNCTION, OR ANY AND ALL OTHER COMMERCIAL DAMAGES OR LOSSES, EVEN IF ADVISED OF THE POSSIBILITY THEREOF, AND REGARDLESS OF THE LEGAL OR EQUITABLE THEORY (CONTRACT, TORT OR OTHERWISE) UPON WHICH THE CLAIM IS BASED. IN ANY CASE, SCANSOFT'S AND ITS SUPPLIERS' AND LICENSORS' ENTIRE LIABILITY UNDER ANY PROVISION OF THIS AGREEMENT SHALL NOT EXCEED IN THE AGGREGATE THE SUM OF THE FEES LICENSEE PAID FOR THIS LICENSE (IF ANY), WITH THE EXCEPTION OF DEATH OR PERSONAL INJURY CAUSED BY THE NEGLIGENCE OF SCANSOFT TO THE EXTENT APPLICABLE LAW PROHIBITS THE LIMITATION OF DAMAGES IN SUCH CASES. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THIS EXCLUSION AND LIMITATION MAY NOT BE APPLICABLE.

EXPORT CONTROL. Licensee agrees to comply with all export laws and restrictions and regulations of the United States or foreign agencies or authorities, and not to export or re-export the Software in violation of any such restrictions, laws or regulations, or without all necessary approvals.

U.S. GOVERNMENT END USERS. This Section applies to all acquisitions of the Software by or for the Federal government or by any prime contractor or subcontractor (at any tier) under any contract, grant, cooperative agreement, or other activity with the Federal government. By accepting delivery of the Software, the government hereby agrees that this software qualifies as "commercial" computer software within the meaning of the acquisition regulation(s) applicable to the procurement. The terms and conditions of this Agreement shall pertain to the government's use and disclosure of the Software and shall supersede any conflicting contractual terms or conditions. If this Agreement fails to meet the government's needs or is inconsistent in any respect with Federal law, the government agrees to return the Software, unused, to ScanSoft. The following additional statement applies only to acquisitions governed by DFARS Subpart 227.4 (October 1988): "Restricted Rights—Use, duplication, and disclosure by the Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 (Oct. 1988)."

GENERAL. This Agreement constitutes the entire agreement between the parties concerning the subject matter hereof. This Agreement may be amended only by a writing signed by both parties. Except to the extent applicable law, if any, provides otherwise, this Agreement shall be governed by the laws of the Commonwealth of Massachusetts, United States of America, excluding its conflict of law provisions. Unless otherwise agreed in writing, all disputes relating to this Agreement (excepting any dispute relating to intellectual property rights) shall be subject to final and binding arbitration in Boston, Massachusetts, under the auspices of a single arbitrator pursuant to the commercial arbitration rules of the American Arbitration Association then in effect, with the losing party paying all costs of arbitration. This Agreement shall not be governed by the United Nations Convention on Contracts for the International Sale of Goods. If any provision in this Agreement should be held illegal or unenforceable by a court having jurisdiction, such provision shall be modified to the extent necessary to render it enforceable without losing its intent, or severed from this Agreement if no such modification is possible, and other provisions of this Agreement shall remain in full force and effect. The controlling language of this Agreement is English. The Licensee agrees to bear any and all costs of interpreters if necessary. If Licensee has received a translation into another language, it has been provided for Licensee's convenience only. A waiver by either party of any term or condition of this Agreement or any breach thereof, in any one instance, shall not waive such term or condition or any subsequent breach thereof. The provisions of this Agreement that require or contemplate performance after the expiration or termination of this Agreement shall be enforceable notwithstanding such expiration or termination. Licensee may not assign or otherwise transfer by operation of law or otherwise this Agreement or any rights or obligations herein except to an acquirer of Licensee's business in the case of a merger or the sale of all or substantially all of Licensee's assets to such acquirer. This Agreement shall be binding upon and shall inure to the benefit of the parties, their successors and permitted assigns. The relationship between ScanSoft and Licensee is that of independent contractors and neither Licensee nor its agents shall have any authority to bind ScanSoft in any way. If any dispute arises under this Agreement, the prevailing party shall be reimbursed by the other party for any and all legal fees and costs associated therewith. The headings to the sections of this Agreement are used for convenience only and shall have no substantive meaning. ScanSoft may use Licensee's name in any customer reference list or in any press release issued by ScanSoft regarding the licensing of the Software.

LICENSEE OUTSIDE THE U.S. If Licensee is located outside the U.S., then the provisions of this Section shall apply. (i) Les parties aux présentes confirment leur volonté que cette convention de même que tous les documents y compris tout avis qui s'y rattache, soient rédigés en langue anglaise. (Translation: "The parties confirm that this Agreement and all related documentation is and will be in the English language.") (ii) Licensee is responsible for complying with any local laws in its jurisdiction which might impact its right to import, export or use the Software, and Licensee represents that it has complied with any regulations or registration procedures required by applicable law to make this license enforceable.

Copyright © 2005 ScanSoft, Inc. All rights reserved. ScanSoft and the Scansoft logo are trademarks or registered trademarks of ScanSoft, Inc. in the United States and other countries.